



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

### **COMMUNITY COMMISSION MEETING**

#### *NOTICE OF OPEN MEETING*

**DATE:** WEDNESDAY, 2016 MAY 18

**TIME:** 7:00 PM

**PLACE:** Byrne Creek Secondary School  
7777 18th Street, Burnaby

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

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<b>1. <u>CALL TO ORDER</u></b>	
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- 6. **INQUIRIES**
- 7. **PUBLIC COMMENT / QUESTION PERIOD**
- 8. **ADJOURNMENT**



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

**Wednesday, 2016 April 20**

An Open meeting of the Parks, Recreation and Culture Commission was held in the Council Committee Room, Burnaby City Hall, 4949 Canada Way, Burnaby, B.C. on Wednesday, 2016 April 20 at 6:45 p.m. 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 7:00 p.m. in the Council Chambers.

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

**PRESENT:** Commissioner L. Matricardi, Acting Chair  
 Commissioner K. Alzner  
 Commissioner J. Jang  
 Councillor A. Kang  
 Commissioner B. Larkin  
 Commissioner L. Loftus  
 Commissioner W. Peppard  
 Commissioner K. Purdy

**ABSENT:** Councillor N. Volkow  
 School Trustee K. Chen

**STAFF:** Mr. D. Ellenwood, Director Parks, Recreation & Cultural Services  
 Mr. D. Hunter, Assistant Director - Parks  
 Mr. C. Collis, Assistant Director - Recreation  
 Ms. H. Edwards, Manager - Parks, Planning, Design & Development  
 Mr. D. Pelletier, Manager - Business Operations  
 Ms. G. Parent, Manager Arts Services  
 Mr. E. Bientjes, Manager Recreation Services  
 Mr. A. Scales, Research Analyst  
 Mr. Johannes Schumann, Planner - Planning and Building  
 Ms. Theresa Cheng, Recording Secretary

The Open Commission meeting was called to order at 7:00 p.m.

**MOVED BY COMMISSIONER PURDY**  
**SECONDED BY COMMISSIONER LARKIN**

THAT the Open Commission meeting do now reconvene.

CARRIED UNANIMOUSLY

**2. MINUTES****a) Open meeting of 2016 March 16**

MOVED BY COMMISSIONER PEPPARD  
SECONDED BY COMMISSIONER PURDY

THAT the minutes of the Open Commission meeting held on 2016 March 16 be now adopted.

CARRIED UNANIMOUSLY

**3. DELEGATION**

MOVED BY COMMISSIONER PEPPARD  
SECONDED BY COMMISSIONER PURDY

THAT the delegation be heard.

CARRIED UNANIMOUSLY

**a) Speaker: Laura Marquez**  
**Burnaby Barracudas Summer Aquatics Club**  
**Re: Financial Assistance**

Ms. Laura Marquez, President of Burnaby Barracudas Summer Aquatics Club, 2190 Paulus Crescent, Burnaby, requested financial assistance to keep their membership fees reasonable, expand their membership and purchase much needed new equipment. It was requested that consideration be given to waiving the fees to their Water Polo hosted events and possibly another swim meet. Ms. Marquez inquired if a dome could be put over the Central Park Outdoor Pool in winter for their winter program. About 85% to 90% of their members are Burnaby residents.

MOVED BY COMMISSIONER PEPPARD  
SECONDED BY COUNCILLOR KANG

“THAT Ms. Marquez’s inquiry be referred to staff for a report.”

CARRIED UNANIMOUSLY

**4. CORRESPONDENCE**

MOVED BY COMMISSIONER JANG  
SECONDED BY COUNCILLOR LARKIN

"THAT the following items of correspondence be received."

CARRIED UNANIMOUSLY

- (a) Ms. Anne Cole, City of Burnaby, United Way 2016 Committee Chair, advised that the 2016 City of Burnaby Employees Workplace United Way Campaign runs from September 01 to 30. Admission passes contributed by the Parks, Recreation and Culture Commission will support the fund raising campaign and reflect the wide range of activities and services offered by the Department.

Item 4 of the Director's Report No. 4 refers to this matter.

- (b) Ms. Antonia Beck, Executive Director, Burnaby Neighbourhood House, expressed appreciation of a prize donated for their 12<sup>th</sup> Annual Diamond Ball Gala fundraiser.

- (c) Ms. Marjorie Artis, #201 – 4351 Rumble Street, Burnaby, expressed concern that seniors at Fairhaven Apartments are kept awake by barking dogs in the dog off leash area in David Grey Park. Ms. Artis suggested that the dog off leash area be relocated to Central Park and that a rabbit park be installed in David Grey Park.

Staff will look into the opening hours of the dog off leash area in David Grey Park.

**5. DIRECTOR'S REPORT**

- (a) The Director Parks, Recreation and Cultural Services submitted his Report No. 4, dated 2016 April 20, covering the following items listed as i - v.

MOVED BY COMMISSIONER PEPPARD  
SECONDED BY COMMISSIONER LOFTUS

"THAT the Director's Report be received."

CARRIED UNANIMOUSLY

**i) 2016/2017 Facility Use, Program and Services Fee Schedule**

Each year the Facility Use Fee Schedule Bylaw establishes rates for admissions and allotments. The Non-Bylaw fee document establishes programs and services fees. The vast majority of fees are recommended to increase by 2.2% to keep up with the cost of providing services. The recommended adjustments will assist in providing convenient, quality services at fair and competitive pricing. The 2016/2017 rates will be advertised in the Fall/Winter Leisure Guide.

It was recommended:

1. THAT the 2016/2017 Facility Use Fee Schedule (Attachment "1") and the 2016/2017 Non-Bylaw Program and Service Fees (Attachment "2") be approved as outlined in this report and distributed under separate cover.
2. THAT Council be requested to approve the 2016/2017 Facility Use Fee Schedule (Attachment "1") as outlined in this report and distributed under separate cover.
3. THAT Council be requested to amend the fees as proposed in the following bylaws:
  - Burnaby Recreation Fees and Admissions Bylaw 2016.
  - Burnaby Shadbolt Centre and Burnaby Art Gallery Rental Fee Bylaw 2016.
  - Burnaby Village Museum Fees Bylaw 2016.

MOVED BY COMMISSIONER LARKIN  
SECONDED BY COMMISSIONER PEPPARD

"THAT the three recommendations be approved."

CARRIED UNANIMOUSLY

**ii) 2016 Annual Operating Budget**

The 2016 Annual Budget tax draw was established by the Finance Department using the 2016 Provisional Net Budget as a base. The report provided the annual gross operating expenses, revenue and net totals per division. The recommended 2016 Annual Operating Budget for the Parks, Recreation and Cultural Services Department includes depreciation and loss of assets.

It was recommended:

1. THAT the 2016 Annual Budget for the Parks, Recreation and Cultural Services Department in the net amount of \$49,826,424 be approved.

MOVED BY COMMISSIONER PEPPARD  
SECONDED BY COMMISSIONER LARKIN

"THAT the recommendation be approved."

CARRIED UNANIMOUSLY

### iii) **Giro di Burnaby**

The Giro di Burnaby is a professional cycle race that is part of BC Superweek. Professional racers from around the world compete in the Lower Mainland. On 2016 July 14, the Giro di Burnaby criterium cycling event returns to the historic area of Burnaby Heights for the enjoyment of thousands of fans and spectators. Giro di Burnaby 2016 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 1.2 km course for the female riders and 45 laps for the male riders.

It was recommended:

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.

MOVED BY COMMISSIONER LOFTUS  
SECONDED BY COMMISSIONER LARKIN

"THAT the recommendation be approved."

CARRIED UNANIMOUSLY

### iv) **2016 Annual United Way Campaign - Request for Support**

The City of Burnaby strongly supports the United Way annual fundraising drive and continues to be recognized as a leader of municipal campaigns in the Lower Mainland. The Steering Committee and canvassers for the campaign are comprised of staff from all departments. This year's campaign runs from September 01 to September 30. The 2016 Burnaby Employee Steering Committee requested that Commission support their fund raising drive and provide a selection of passes as

incentive prizes. The incentive prizes are intended to generate new users, promote existing services and expose city staff to Parks, Recreation and Cultural Services facilities, with little impact on facility revenue expectations.

It was recommended:

1. THAT Commission support be given to the City of Burnaby 2016 United Way Workplace Campaign and that a donation of recreation passes, cultural services admissions, rounds of golf and a lunch or dinner for two at Burnaby Mountain valued at \$50.00 be contributed.
2. THAT a copy of this report be forwarded to Anne Cole - Chair of the City of Burnaby United Way Campaign Committee.

MOVED BY COMMISSIONER JANG  
SECONDED BY COMMISSIONER LOFTUS

"THAT the two recommendations be approved."

CARRIED UNANIMOUSLY

**v) 2016 April - Parks, Recreation & Cultural Services Capital Funding Bylaw**

The 2016 Provisional Financial Plan for Parks, Recreation and Cultural Services contains three 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 \$610,000 from the 2016 Provisional Financial Plan for the projects outlined in this report be approved.
2. THAT Council be requested to bring down a bylaw to appropriate \$638,505 (inclusive of GST) from Capital Reserves to finance these projects.

MOVED BY COMMISSIONER PEPPARD  
SECONDED BY COMMISSIONER PURDY

"THAT the two recommendations be approved."

CARRIED UNANIMOUSLY



**6. NEW BUSINESS**

Commissioner Loftus advised that at the Deschner Days Tournament from April 08 to 10, 2016 at Bill Copeland Arena and Burnaby Lake Arena, a number of lacrosse people expressed support for a covered sports box for lacrosse.

**7. INQUIRIES**

Commissioner Jang advised that golfers cannot find any recycling containers for cans or bottles near the tee boxes at Riverway Golf Course.

The Acting Chair advised that a couple of months ago he made the same inquiry and was told cans and bottles were taken out of the garbage containers at night for recycling.

The Director advised that a memo on this matter will be provided to the Commission.

Commissioner Alzner inquired regarding the progress on Tennis Canada's proposal for a western national training centre.

The Director advised that staff will provide an update on the development with Tennis Canada to the Commission.

**8. ADJOURNMENT**

MOVED BY COMMISSIONER LOFTUS  
SECONDED BY COMMISSIONER LARKIN

"THAT the Open Commission meeting do now adjourn."

CARRIED UNANIMOUSLY

The Open Commission meeting adjourned at 7:50 p.m.

\_\_\_\_\_  
Kathryn Matts  
COMMISSION SECRETARY

\_\_\_\_\_  
Councillor Nick Volkow  
CHAIR



**Commission Agenda**  
**Date ..... 2016 May 18**  
**Correspondence ..... (a)**



Parks Recreation and Culture Commission  
 c/o Burnaby Parks Recreation and Cultural Services  
 101- 4946 Canada Way  
 Burnaby, BC, V5G 4H7

**RE: 2016 Adrian Oliver Memorial Run for Honour House**

May 8th, 2016

Dear Members of the Parks Recreation and Culture Commission,

I am writing to seek the City of Burnaby's support for a worthy cause that provides assistance to military personnel, first responders, veterans and their families in times of need.

By way of background, in November 2012, Constable Adrian Oliver, a member of the Royal Canadian Mounted Police, was killed in the line of duty in Surrey, BC. Adrian is my identical twin brother and I am also a serving member of the Burnaby RCMP. In the difficult days that followed his death, Honour House opened its doors to my family as they travelled to the Vancouver area from across Canada to be with family and friends.

In November 2013, in partnership with Honour House Society and Burnaby RCMP, Adrian's family and friends organized the first Adrian Oliver Memorial Run in recognition of his dedicated service and to commemorate and honour all first responders who perished in the line of duty.

Due to its success, the Adrian Oliver Memorial Run has now become an annual event. All proceeds from the memorial run are donated to Honour House Society – a non-profit charitable organization located in the heart of New Westminster, BC (CRA Registration Number: 842367294RR0001). Honour House provides a "home away from home" and a place of recovery specifically for military personnel and first



**NOTE**

Item 2 of the Director's Report No. 5 refers to this matter



responders while they are receiving medical care or coping with a sudden tragedy. Honour House depends entirely on donations to allow it to continue providing essential services to Canadian heroes and their families throughout British Columbia. To date, the memorial run has raised over \$60,000 for this important charity.

On November 13<sup>th</sup>, 2016, the fourth annual Adrian Oliver Memorial Run will be held at at the Shadbolt Centre and Deer Lake Park in Burnaby, BC. The run is open to first responders, the general public and surrounding communities. To promote camaraderie and esprit de corps, first responder organizations are encouraged to register a team to compete for a prestigious trophy. Once again, 100% of the proceeds generated from the memorial run will be used to support Honour House and its important mission.

**Due to the charitable nature of the event, we are requesting the support of the City of Burnaby by means of having the reservation fees for Deer Lake Park and Shadbolt Centre partially or fully waived.**

Promotion and advertising of this year's run is already underway through social media, community bulletins and our website. All contributions will be acknowledged on the Adrian Oliver Memorial Run website. Donations valued at \$500 or above will be displayed on our run billboard on the day of the event. Donations valued at \$1000 or more will be acknowledged on both our billboard and run t-shirts.

The City of Burnaby's support could be important in expanding Honour House's vision to other regions and maintaining a living memorial to military personnel and first responders – past, present and future. Should you have any questions or concerns, please do not hesitate to communicate with me or Craig Longstaff, General Manager, Honour House (phone: 778-397-4399, e-mail: [craig@honourhouse.ca](mailto:craig@honourhouse.ca)).

Sincerely,

Ben Oliver  
 Chair - Adrian Oliver Memorial Run  
 Phone: 604-603-2979  
 Email: [aoliver.run@gmail.com](mailto:aoliver.run@gmail.com)

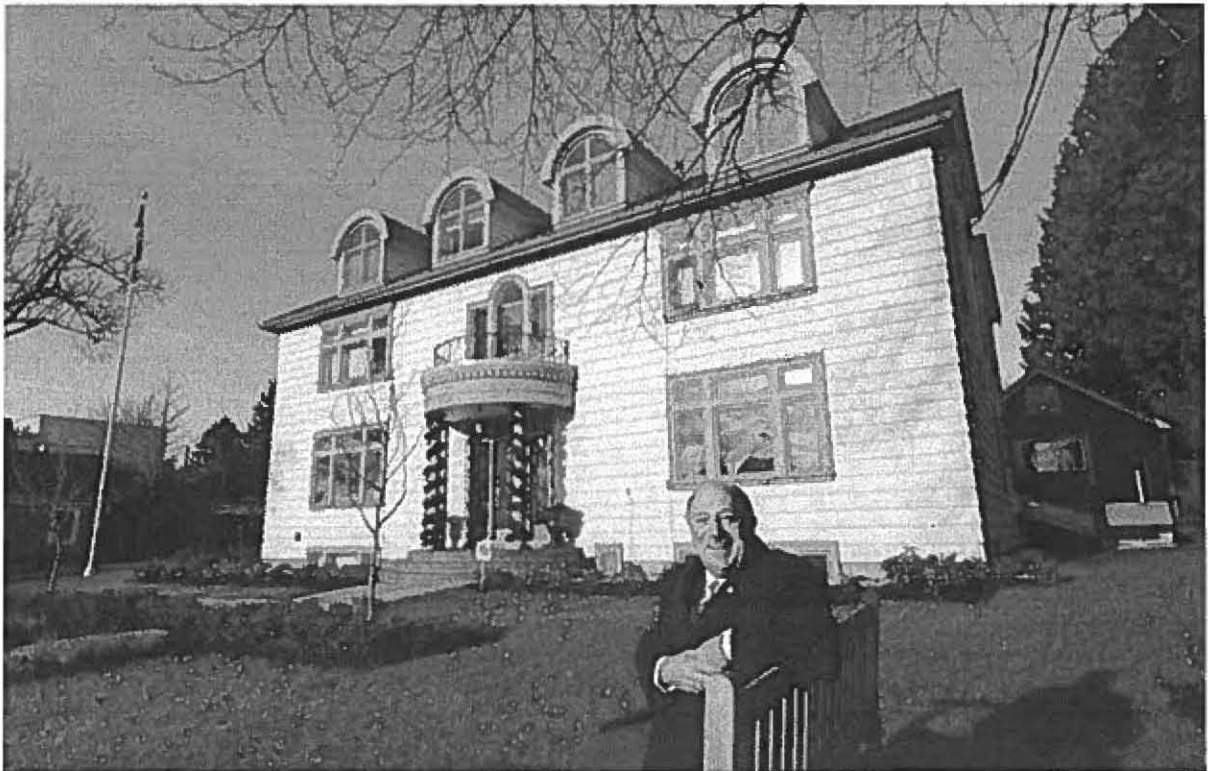
Honour House is a home away from home and a place of recovery for members of our Armed Forces, Emergency Services Personnel, Veterans and their families to stay, completely free of charge, while they are receiving medical care and treatment in the Metro Vancouver Region.

These brave individuals protect and save our lives and the lives of those we love every day without hesitation, never asking for anything from us in return. Honour House allows us the opportunity to show our support and appreciation for their selfless sacrifice.

Located on a quiet tree-lined street in New Westminster, British Columbia, Honour House is a beautiful, fully renovated heritage home with 10 private en suite bedrooms. The house has a large shared kitchen, a living room, a media room, two sun rooms and many other common spaces. It has been fully modernized and is set in its own extensive and lovingly maintained grounds. Honour House opened its doors to its first guests in September 2011 and since then our "Home away from Home" has provided more than 1600 nights of housing for our heroes and their families.

Honour House receives no direct funding and relies heavily on the fundraising efforts of its Board Members, volunteers and generous donations from the business community, public and private organizations and the general public.

To learn more please visit our website at [www.honourhouse.ca](http://www.honourhouse.ca) or call us at (778) 397-4399.





Financial Management Committee  
c/o Office of the City Clerk

Commission Agenda	
Date .....	2016 May 18
Correspondence .....	(b)

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

## INTER-OFFICE MEMORANDUM

TO: CHAIR AND MEMBERS  
PARKS, RECREATION AND CULTURE  
COMMISSION

DATE: 2016 May 10

FROM: ADMINISTRATIVE OFFICER

FILE: 2410-20

SUBJECT: **BONSOR UPPER FLOOR RENOVATION**  
(ITEM 5(I), FMC REPORT, COUNCIL 2016 MAY 09)

Burnaby City Council, at the Open Council meeting held on 2016 May 09, received the above noted report and adopted the following recommendations contained therein:

1. THAT Council approve Community Amenity funding of \$1,280,000 (inclusive of GST) to provide for the Bonsor upper floor renovation project to be expanded to include all program and common areas.
2. THAT a copy of this report be forwarded to the Burnaby Parks, Recreation and Culture Commission for information.

As directed, a copy of the report is attached for your information.

Blanka Zeinabova  
Administrative Officer

### NOTE

This is for the information of the Commission

Copy: Director Planning & Building  
Director Engineering  
Director Parks, Recr. & Cult. Services  
Director Finance





Meeting 2016 May 09  
COUNCIL REPORT

### FINANCIAL MANAGEMENT COMMITTEE

*HIS WORSHIP, THE MAYOR  
AND COUNCILLORS*

**SUBJECT: BONSOR UPPER FLOOR RENOVATION**

#### RECOMMENDATIONS:

1. THAT Council approve Community Amenity funding of \$1,280,000 (inclusive of GST) to provide for the Bonsor upper floor renovation project to be expanded to include all program and common areas.
2. THAT a copy of this report be forwarded to the Burnaby Parks, Recreation and Culture Commission for information.

#### REPORT

The Financial Management Committee, at its meeting held on 2016 April 28, received and adopted the attached report seeking Council's approval for Community Amenity funding of \$1,280,000 to expand the Bonsor upper floor renovation project.

Respectfully submitted,

Councillor D. Johnston  
Chair

Councillor C. Jordan  
Vice Chair

Councillor P. McDonell  
Member

Copied to:	Acting City Manager Director Parks, Recr. & Cult. Services Director Finance Director Engineering Director Planning & Building Deputy Chief Building Inspector
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Meeting 2016 Apr 28

## COMMITTEE REPORT

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**TO:** CHAIR AND MEMBERS  
FINANCIAL MANAGEMENT COMMITTEE

**DATE:** 2016 Apr 26

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

**SUBJECT:** BONSOR UPPER FLOOR RENOVATION

**PURPOSE:** To obtain Committee and Council approval for Community Amenity funding of \$1,280,000 to expand the Bonsor upper floor renovation project.

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**RECOMMENDATIONS:**

1. **THAT** Council approve Community Amenity funding of \$1,280,000 (inclusive of GST) to provide for the Bonsor upper floor renovation project to be expanded to include all program and common areas.
2. **THAT** a copy of this report be forwarded to the Burnaby Parks, Recreation and Culture Commission for information.

**REPORT****1.0 BACKGROUND**

Bonsor Pool was constructed in 1973, with the Bonsor Recreation Centre added in 1988 to serve the growing population in the Metrotown area. The facility houses a wide variety of community programs, including swimming, gymnasium sports, racquetball, weight training, fine arts, yoga, dance, fitness and more. The facility has undertaken two renovation projects: conversion of a restaurant into a cardio space, and the conversion of two racquetball courts into a yoga studio and multi-purpose room. These spaces are currently well-utilized.

In 2013, the Bonsor 55+ Society was relocated from the upper floor of the Bonsor Recreation Complex to the new Bonsor 55+ Centre on Bennett Street. This relocation vacated 3,340 sq. ft. of space on the upper floor of the Bonsor Recreation Centre. At its 2014 March 10 Open meeting, City Council approved the expenditure of \$1,300,000 (inclusive of taxes) from Density Bonus funds to finance the renovation of the Bonsor upper floor area previously occupied by the Society. This space will be renovated to

To: Chair and Members Financial Management Committee  
 From: Director Parks, Recreation and Cultural Services  
 Re: Bonsor Upper Floor Renovation  
 2016 Apr 28.....Page 2

meet several unmet needs at Bonsor by providing a 2000 sq. ft. multi-purpose room for fitness, social and dance activities; an 800 sq. ft. spin cycle studio and personal training area; two music studios of approximately 100 sq. ft. each; and circulation space for patrons using the new rooms.

A public consultation process was undertaken with existing patrons of Bonsor Recreation Complex. The feedback that was received was positive and supported the direction that is being taken. In particular, there was resounding support for the spin cycling studio as it adds a new dimension to the fitness services currently being offered at Bonsor Recreation Complex. The proposed renovated space is estimated to serve an additional 2,000 participants per week, or approximately 100,000 per year.

At the completion of the public consultation process, the City retained Shape Architecture Inc. to determine space allocation and to develop a design to deliver the proposed programs.

Since the original funding approval, the project has been delayed by higher than expected project bids in fall of 2014 and an unsuccessful attempt to secure Federal grant funding as a Canada 150 project in spring of 2015. Currently, the renovation of the vacated senior's space is considered an opportunity to provide a cosmetic upgrade to the remainder of the upper floor at the Bonsor Recreation Complex. This would be the first upgrade to the upper floor spaces since original construction and will carry this area of the facility to the end of its useful life.

The proposed additional cosmetic upgrades include sanding of existing banquet hall wood flooring, painting walls, replacing aged ceiling tiles, replacement flooring in select areas, and other cosmetic upgrades. The renovations to the remainder of the upper floor do not include any reconfiguration of the spaces or any major electrical or mechanical upgrades.

Upon finalization of the drawings and contract documents, the project will be ready for tender, with the results of the tender to be reported to the Committee and Council in a future report.

## 2.0 PROJECT BUDGET AND FINANCING

The following is a cost summary for the Renovation Project which is comprised of estimated construction values, consulting services and various related project costs.

Estimated Upper Floor Construction Costs (incl PST)	\$1,618,000
Construction Contingency	\$213,000
GST	\$81,000
Testing/Hazmat/Phasing	\$13,000



To: Chair and Members Financial Management Committee  
 From: Director Parks, Recreation and Cultural Services  
 Re: Bonsor Upper Floor Renovation  
 2016 Apr 28.....Page 3

Building Permit / PPA Fees	\$16,000
Consulting Fees	\$40,000
Fixtures Furnishings & Equipment	\$54,000
Additional Cosmetic Renovation (banquet hall, multi & arts)	\$515,000
Allowance for Inflation	\$30,000
Construction Budget	\$2,580,000
Previously Funded	-\$1,300,000
Total New Funding Request:	\$1,280,000

These funds are identified in the 2016 Provisional Capital Budget. Council have previously approved \$1.3 million for this project through Bonus Density funding. It is recommended that rather than finance the new costs through Capital Reserves Bylaw, Council be requested to authorize the use of Community Amenity funding in the amount of \$1,280,000 to finance the balance of this project.

### 3.0 CONCLUSION

The detailed design is nearing completion and in order to proceed to tender, funding will be required. In this regard it is recommended that Council approve Community Amenity funding in the amount of \$1,280,000 (inclusive of taxes) for the expanded scope of this construction project. Subject to receiving funding approval staff will complete the tender documents and proceed to tender.

It is recommended that a copy of this report be sent to the Parks, Recreation and Culture Commission for information.



Dave Ellenwood  
 DIRECTOR PARKS, RECREATION AND CULTURAL SERVICES

CMC:lw

Copied to: Acting City Manager  
 Director Finance  
 Director Engineering  
 Director Planning & Building  
 Deputy Chief Building Inspector



Financial Management Committee  
c/o Office of the City Clerk

Commission Agenda  
Date ..... 2016 May 18  
Correspondence.....(c)

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

## INTER-OFFICE MEMORANDUM

TO: CHAIR AND MEMBERS DATE: 2016 May 10  
PARKS, RECREATION AND CULTURE  
COMMISSION

FROM: ADMINISTRATIVE OFFICER FILE: 2410-20

SUBJECT: PROPOSED SOUTH BURNABY ARENA  
(ITEM 5(H), FMC REPORT, COUNCIL 2016 MAY 09)

Burnaby City Council, at the Open Council meeting held on 2016 May 09, received the above noted report and adopted the following recommendations contained therein:

1. THAT Council authorize the issuance of a Request for Proposal (RFP) to undertake a Feasibility Study for the proposed development of an ice arena facility at 10<sup>th</sup> Avenue and 18<sup>th</sup> Street.
2. THAT a copy of this report be sent to the Parks, Recreation and Culture Commission for information purposes.

As directed, a copy of the report is attached for your information.

Blanka Zeinabova  
Administrative Officer

### NOTE

This is for the information of the Commission

Copy: Director Planning & Building  
Director Engineering  
Director Parks, Recr. & Cult. Services  
Director Finance



Meeting 2016 May 09  
COUNCIL REPORT

### **FINANCIAL MANAGEMENT COMMITTEE**

*HIS WORSHIP, THE MAYOR  
AND COUNCILLORS*

**SUBJECT: PROPOSED SOUTH BURNABY ARENA**

#### **RECOMMENDATIONS:**

1. THAT Council authorize the issuance of a Request for Proposal (RFP) to undertake a Feasibility Study for the proposed development of an ice arena facility at 10<sup>th</sup> Avenue and 18<sup>th</sup> Street.
2. THAT a copy of this report be sent to the Parks, Recreation and Culture Commission for information purposes.

#### **REPORT**

The Financial Management Committee, at its meeting held on 2016 April 28, received and adopted the attached report seeking Council's approval to undertake a Feasibility Study for the proposed development of an ice arena facility at 10<sup>th</sup> Avenue and 18<sup>th</sup> Street, located within the Edmonds Town Centre Plan.

Respectfully submitted,

Councillor D. Johnston  
Chair

Councillor C. Jordan  
Vice Chair

Councillor P. McDonell  
Member

Copied to:	Acting City Manager Deputy City Manager Director Planning & Building Director Engineering Director Parks, Recr. & Cult. Services Director Finance Fire Chief Chief Building Inspector Purchasing Manager Assistant Director - Recreation
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Meeting 2016 April 28

## COMMITTEE REPORT

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**TO:** FINANCIAL MANAGEMENT COMMITTEE      **DATE:** 2016 APRIL 08

**FROM:** MAJOR CIVIC BUILDING PROJECT      **FILE:** 4230-08  
COORDINATION COMMITTEE

**SUBJECT: PROPOSED SOUTH BURNABY ARENA**

**PURPOSE:** To undertake a Feasibility Study for the proposed development of an ice arena facility at 10<sup>th</sup> Avenue and 18<sup>th</sup> Street, Burnaby, BC.

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**RECOMMENDATIONS:**

1. **THAT** Council authorize the issuance of a Request for Proposal (RFP) to undertake a Feasibility Study for the proposed development of an ice arena facility at 10<sup>th</sup> Avenue and 18<sup>th</sup> Street.
2. **THAT** a copy of this report be sent to the Parks, Recreation and Culture Commission for information purposes.

**REPORT****1.0 BACKGROUND**

The City currently provides ice arena services from three public arenas. They include:

- Bill Copeland Arena      -      Constructed in 1997
- Kensington Arena      -      Constructed in 1973
- Burnaby Lake Arena      -      Constructed in 1964

Arising from a needs assessment undertaken by the Parks, Recreation and Cultural Services Department, it was determined that additional ice rink capacity beyond the existing publicly-owned rink facilities was needed to serve current and future Burnaby residents, teams and clubs.

To meet this need, in 2014 Council adopted a report reviewing the City's Community Benefit Bonus Policy, which identified the use of amenity bonus funds towards priority amenity projects for the City, including a new ice rink facility, to serve south Burnaby. In response to this direction, in the summer of 2015, Planning and Parks, Recreation and Cultural Services staff undertook a review of City-owned lands in South Burnaby that could accommodate one or two ice rinks.

To: Financial Management Committee  
 From: Major Civic Building Project Coordination Committee  
 Re: Proposed South Burnaby Arena  
 2016 April 08..... Page 2

Among the several City-owned properties that could accommodate such a facility, three were identified as appropriate due to their size, configuration, location and access. These three potential locations included Bonsor Park, MacPherson Park West and City-owned properties at 10<sup>th</sup> Avenue and 18<sup>th</sup> Street. In 2015 August, after a review of these potential locations with Councillors and Parks Commissioners, it was determined that the 10<sup>th</sup> Avenue and 18<sup>th</sup> Street site would be the most suitable as it would not impact existing or proposed park facilities, is of a suitable size to accommodate two ice rinks, and is accessible by for the community by walking, cycling, driving and transit.

## 2.0 PREFERRED SITE

The preferred site at 10<sup>th</sup> Avenue and 18<sup>th</sup> Street is located within the Council-adopted Edmonds Town Centre Plan area. The site is made up of two parcels at 7789 and 7799 -18<sup>th</sup> Street, which have a combined frontage on 18<sup>th</sup> Street of approximately 210m (689 ft.), and an area of approximately 16,560m<sup>2</sup> (4.09 acres). Directly to the west and northwest is Byrne Creek Secondary School. To the northeast across 18<sup>th</sup> Street is the proposed Southgate Neighbourhood, which will accommodate a new 2.02 hectare (5 acre) City park surrounded by multiple-family and mixed-use development. To the Southeast across 18<sup>th</sup> Street are existing institutional (Church) and single and two family uses. To the south across 10<sup>th</sup> Avenue is the City of New Westminster, with single and two family uses fronting 10<sup>th</sup> Avenue. The preferred site is highly accessible to south Burnaby residents via Griffiths Drive, Southridge Drive and 10<sup>th</sup> Avenue. Bus access to the site is available via the 116 Edmonds Station / Metrotown Station and 112 Edmonds Station / New Westminster Station. The site is located approximately 950m (3,116 ft.) walking distance from the Edmonds SkyTrain Station and is connected to the Urban Trail network in the area.

A rezoning from the prevailing M1 Manufacturing District to the CD Comprehensive Development District (utilizing the P2 Administration and Assembly District) would be required to permit the proposed ice rink facility. The site would be required to be consolidated by way of a Subdivision Application and serviced based on Town Centre Standards with separated sidewalk and cycling facilities on 18<sup>th</sup> Street and 10<sup>th</sup> Avenue, and provided with all necessary utilities to serve the site. Preliminary Plan Approval and Building Permit will be required to permit construction of the proposed facility.

## 3.0 PROPOSED DEVELOPMENT

In order to advance the ice arena project forward, it is recommended that a comprehensive Feasibility Study be undertaken for the preferred site. The Study will examine the service needs and facility requirements to provide both dry floor space and ice surface for the community. It will also help establish a building program which will not only include the ice rink(s) but other amenities such as public meeting space, bulk storage, limited seating and a snack bar component.

In addition, the Study will examine siting options for possible future expansion, parking, site servicing, and public amenities that could be located on a second level of the proposed facility.

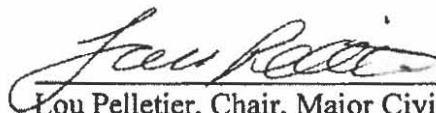
To: Financial Management Committee  
 From: Major Civic Building Project Coordination Committee  
 Re: Proposed South Burnaby Arena  
 2016 April 08..... Page 3

The Feasibility Study report will also provide a preferred concept design of the proposed ice rink facility and estimated project costs for the various phases of the project from concept design through to the construction phase.

#### 4.0 CONCLUSION

It is recommended that Council be requested to authorize the issuance of a Request for Proposal (RFP) to retain a consulting firm to undertake a comprehensive feasibility study to examine the feasibility of developing an arena facility on the preferred City-owned site at 10<sup>th</sup> Avenue and 18<sup>th</sup> Street in South Burnaby, as outlined in this report.

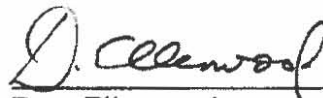
Council approved bylaw funding of \$250,000 on 2015 October 26 to undertake the feasibility study. In addition, the approved 2017 – 2018 Capital Plan identifies \$22 million for construction of the proposed facility drawing on the Community Benefit Fund.



\_\_\_\_\_  
 Lou Pelletier, Chair, Major Civic Building Project  
 Coordination Committee



\_\_\_\_\_  
 Leon Gous, Director Engineering



\_\_\_\_\_  
 Dave Ellenwood  
 Director Parks, Recreation and Cultural Services

JC:ap

q:\project management\south burnaby arena\report\committee\proposed south burnaby arena (20016.04.28).doc

cc: Acting City Manager  
 Deputy City Manager  
 Director Finance  
 Fire Chief  
 Chief Building Inspector  
 Purchasing Manager  
 Assistant Director - Recreation

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

DIRECTOR'S REPORT NO. 5, 2016

2016 MAY 13

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.	Fees and Charges Updates for Outdoor Pool Rental and Student Filming in Parks
2.	Fee Waiver Request – Deer Lake Park/Shadbolt Centre
3.	2016/2017 Community School Grant
4.	2016 May - Parks, Recreation & Cultural Services Capital Funding Bylaw

Respectfully submitted,



DAVE ELLENWOOD  
Director Parks, Recreation and Cultural Services

tc  
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## COMMISSION REPORT

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

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

**SUBJECT: FEES AND CHARGES UPDATES FOR OUTDOOR POOL RENTAL  
AND STUDENT FILMING IN PARKS**

**RECOMMENDATIONS:**

1. **THAT** the updates to the Burnaby Recreation Fees and Admissions bylaw be approved as presented in this report.
2. **THAT** Council be requested to bring forward the Burnaby Recreation Fees and Admissions Bylaw with the additional updates as presented in this report.
3. **THAT** a copy of the report be forwarded to Laura Marquez, President, Burnaby Barracudas Swim Club.

**REPORT**

Commission and Council, have approved fees and charges for recreation and cultural services on April 20<sup>th</sup> and 25<sup>th</sup> respectively, for the admissions, rentals and program fees for 2016/2017. Subsequent to these approvals two updates are recommended for the outdoor pool rental and student filming in City parks.

**Outdoor Pool Rental Rates**

At the 2016 April 20 Parks, Recreation and Culture Commission meeting, Laura Marquez, President of Burnaby Barracudas Swim Club appeared as a delegation. In her presentation, Ms. Marquez spoke of the current status of her club, the challenges they face as a community based youth aquatics association and their plans for the future. Included was a request for a review of outdoor pool rental rates for Burnaby swim clubs.

A review has been conducted for outdoor pool rental fees for non-profit youth oriented summer swim clubs, in neighboring municipalities (Attachment #1). The average rate is \$29.11 per hour. The lowest rate was noted in Port Moody at \$10.61per hour (for the facility only) and the highest rate was Burnaby's rate at \$75.45 per hour which includes staffing. It is difficult to compare outdoor pool rates as each pool is different and the majority of pools do not provide staffing. Burnaby has the most outdoor pools used by



To: Parks, Recreation & Culture Commission  
 From: Director Parks, Recreation & Cultural Services  
 Re: Fees and Charges Updates for Outdoor Pool  
 Rental and Student Filming in Parks

..... Page 2

swim clubs in the lower mainland and provides staffing to ensure the water quality is maintained, the chlorine gas based facilities are operated safely and our many user groups follow appropriate standards.

This fee review indicates that a fee adjustment for outdoor pool rental rates for Burnaby aquatic clubs is supportable to align with regional rates. It is therefore recommended that the following rates be added to the Fees and Charges Bylaw.

1. Preferred Youth Aquatic allotment rate of \$57.83 for Central Park Pool and \$49.96 for Robert Burnaby, Kensington and MacPherson (Attachment #2).
2. Preferred Youth Aquatic Competition (plus staff costs) \$57.83 for Central Park Pool.

The resulting estimated budget adjustment of approximately \$18,100 will be managed internally through operational efficiencies. This reflects the median rate plus one staff.

### **Student Filming in Parks**

The previously approved bylaw fees included a \$50 charge for Filming (Film Students) for Movie Filming – Outdoor Parks and for Commercials/Photography – Outdoor Parks. This is an error and should read “No charge” for both categories. It is recommended the bylaw be updated to reflect no charge (Attachment #3).

If approved, these updates will be consolidated with those fees previously approved for bylaw approval.



Dave Ellenwood  
 DIRECTOR PARKS, RECREATION & CULTURAL SERVICES

EB:lw

Attachments (3)

P:\Admin\Clerical\Staff\Administration Clerk\Eric Bientjes\fees and charges revisions

## Outdoor Pools Fees and Charges 2016 Market Survey

Municipality	Pools	Regular Season Swim Club
<b>Burnaby</b>	Robert Bby, MacPherson, Kensington	\$65.17
	Central Park Pool	\$75.45
	<b>Burnaby Average</b>	<b>\$70.00</b>
<b>Coquitlam</b>	Outdoor pools	\$13.05
<b>Port Moody</b>	Outdoor pools	\$10.61
<b>Richmond</b>	Steveston Outdoor Pool	\$34.90
<b>Port Coquitlam</b>	Outdoor pools	\$17.80
<b>City of Vancouver</b>	New Brighton Outdoor Pool	\$51.12
<b>Surrey</b>	Outdoor pools	\$57.36
<b>City of Langley</b>	Al Anderson Memorial Pool	\$24.00
<b>Delta</b>	Outdoor pools	\$24.00
<b>Average - not including Burnaby</b>		<b>\$29.11</b>

All rates shown are per hour unless otherwise indicated

**2016/2017 FACILITY USE FEE SCHEDULE**

Attachment #2

SERVICES	2016 FEE			PROPOSED 2017 FEE	
	Base fee	Incl. GST		Base fee	Incl. GST
<b>b) <u>OUTDOOR POOL - ADMISSIONS (Cont'd)</u></b>					
<u>Loonie Swim / Seasonal Rate (per person)</u>	\$1.00	N/A		\$1.00	N/A
<u>Free Swim</u>	\$0.00	\$0.00		\$0.00	\$0.00
<b>c) <u>INDOOR POOL RENTALS</u></b> (Per Hour Cost)					
<u>Non-Programmed Time</u>					
▪ Commercial	\$146.50	\$153.83		\$149.70	\$157.19
▪ Non-profit organization	\$73.65	\$77.33		\$75.25	\$79.01
Non-profit swim meet (plus staff costs)	\$73.65	\$77.33		\$75.25	\$79.01
<b>d) <u>OUTDOOR POOL RENTALS</u></b> (Per Hour Cost)					
<u>Commercial (Plus Staff Costs)</u>					
Central Park	\$98.12	\$103.03		\$100.28	\$105.29
Robert Burnaby, Kensington, MacPherson	\$73.65	\$77.33		\$75.27	\$79.03
<u>Non-Profit (Practices/Pre-Season)</u>					
Includes one lifeguard					
Central Park	\$71.86	\$75.45		\$73.44	\$77.11
Robert Burnaby, Kensington, MacPherson	\$62.07	\$65.17		\$63.44	\$66.61
<u>Non-Profit Swim Meets (Plus Staff Costs)</u>					
Central Park	\$71.86	\$75.45		\$73.44	\$77.11
Robert Burnaby, Kensington, MacPherson	\$62.07	\$65.17		\$63.44	\$66.61
<u>Preferred Youth Aquatic Allotments</u>					
Central Park				\$55.08	\$57.83
Robert Burnaby				\$47.58	\$49.96
Non-profit community groups with a membership of 60% Burnaby residents or employees/employers of a Burnaby based company					
<u>Preferred Youth Aquatic Competition (Plus staff costs)</u>					
Central Park				\$55.08	\$57.83

**2016/2017 FACILITY USE FEE SCHEDULE**

Attachment #3

SERVICES	2016 FEE			PROPOSED 2017 FEE	
	Base fee	Incl. GST		Base fee	Incl. GST
<b>VI. <u>PICNIC ALLOTMENT FEE - PER SITE</u></b>					
<u><b>Confederation Park</b></u>					
▪ Up to 100 people	\$110.19	\$115.70		\$112.61	\$118.24
▪ Over 100 people	\$221.21	\$232.27		\$226.08	\$237.38
<u><b>Fraser Foreshore, Barnet, Central Park</b></u>					
▪ Up to 100 people	\$100.60	\$105.63		\$102.81	\$107.95
▪ Over 100 people	\$201.99	\$212.09		\$206.43	\$216.75
<b>VII. <u>COMMERCIAL FILMING FEES</u></b>					
<u><b>Filming Fees - CULTURAL SERVICES</b></u>					
Filming Application	\$200.00	\$210.00		\$200.00	\$210.00
Student Filming Application (Film Students)	\$50.00	\$52.50		\$50.00	\$52.50
Coordinated Street Use Filming Fee	\$200.00	\$210.00		\$200.00	\$210.00
<u><b>Movie Filming - OUTDOOR PARKS</b></u>					
(minimum fee per location per day)					
a) Non-filming day	\$225.94	\$237.24		\$230.91	\$242.46
b) Filming day	\$812.11	\$852.72		\$829.98	\$871.48
Student Filming Application (Film Students)	\$0.00			\$0.00	\$0.00
<u><b>Commercials/Photography - OUTDOOR PARKS</b></u>					
a) Simple (one day)	\$118.24	\$124.15		\$120.84	\$126.88
- minimum staff time, no vans on site, limited props, etc.					
b) Complex (per day, per location)	\$281.37	\$295.44		\$287.56	\$301.94
- equipment, props, vans on site, supervision					
Student Filming Application (Film Students)	\$0.00			\$0.00	\$0.00
<u><b>Additional Charges</b></u>					
Rescheduling/cancellations	\$112.92	\$118.57		\$115.40	\$121.17
<u><b>Parking Lots</b></u>					
Small (up to 99 spots)	\$214.86	\$225.57		\$219.59	\$230.57
Large (100 spots and over)	\$429.66	\$451.14		\$439.11	\$461.07



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## COMMISSION REPORT

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

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

**SUBJECT: FEE WAIVER REQUEST - DEER LAKE PARK/SHADBOLT CENTRE**

**RECOMMENDATIONS:**

1. **THAT** the request for a fee waiver for the use of Deer Lake Park and the Shadbolt Centre for the Honour House Society event on 2016 November 13 be denied.
2. **THAT** a copy of this report be sent to Mr. Ben Oliver, Chair, Adrian Oliver Memorial Run.

**REPORT**

Appearing under correspondence is a letter from Mr. Ben Oliver, Chair, Adrian Oliver Memorial Run, a charitable fundraising event for the Honour House Society. Mr. Oliver is requesting a fee waiver for the use of Deer Lake Park and the Shadbolt Centre for the event on 2016 November 13.

Based in New Westminster, B.C., the organization provides assistance to military personnel, first responders, veterans and their families in times of need. Dependent on donations, Honour House provides a place for recovery for military personnel and first responders who are receiving medical care or coping with sudden tragedy.

The group has requested a fee waiver totalling \$1,519.24. This fee includes the use of the Shadbolt Centre East Plaza and Studios 100/101 (\$1,321.74) and Deer Lake Park (\$197.50). Allotment fees are in place to offset a portion of operating costs for spaces and facilities for fund raising and charitable events such as this one. Commission has put in place preferred rates for non-profit societies for this purpose.

To: Parks, Recreation & Culture Commission  
From: Director Parks, Recreation & Cultural Services  
Re: FEE WAIVER REQUEST - DEER LAKE PARK/  
SHADBOLT CENTRE

.....Page 2

This event, like many other fundraisers by non-profit organizations has a commendable goal. However, due to the high number of fundraisers in Burnaby facilities, it is not possible to waive fees for all of the many requests with the exception of a few annual, historical events. It is recommended that the request for a fee waiver be denied.



Dave Ellenwood  
DIRECTOR PARKS, RECREATION & CULTURAL SERVICES

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## COMMISSION REPORT

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

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

**SUBJECT: 2016/2017 COMMUNITY SCHOOL GRANT**

**RECOMMENDATIONS:**

1. **THAT** approval be given for the expenditure of \$464,923 as the City of Burnaby's share of the operating funds for the 2016/2017 Community School Program.
2. **THAT** Council authorize the execution of an agreement with the Burnaby School District #41 for the support and operation of eight community schools (Edmonds, Gilmore, Lochdale, Maywood, Second Street, Stride Avenue, Byrne Creek and Stoney Creek).
3. **THAT** a copy of this report be forwarded to the Burnaby Board of Education for their information

**REPORT**

The City of Burnaby and School District 41 have been working together since 1974 to provide services to the citizens of Burnaby. Burnaby's Community Schools fill a valuable role in their communities by providing meeting and program space and services during out of school times to local residents. This relationship and funding allows the following to be achieved:

- Optimise the use of school facilities
- Enrich the K-12 program by making the resources of the community more available
- Provide a delivery system for activities
- Becoming more responsive to citizen needs and desires

Burnaby's eight Community Schools provide an additional layer of recreation and community services to the citizens of Burnaby. Community schools welcome parents and the community into their facilities with community rooms available over extended hours; before, during and after school programing; and special events. With these extended hours and programs these schools have become hubs in their communities.

To: Parks, Recreation & Culture Commission  
 From: Director Parks, Recreation & Cultural Services  
 Re: 2016/2017 Community School Grant

.....Page 2

Examples of the services at Burnaby community schools include:

Byrne Creek	Pedal-Bike Club, Friends of Simon, Stream of Dreams
Edmonds	Movie nights, afterschool programs
Gilmore	Gym Time, Board Games, Lego Mania, Paint & Sketch
Lochdale	LegoClub, Hang Time, afterschool programs
Maywood	Parent and Neighbour meetings, Clayworks, Cookies and Crafts
Stride	Community BarBQ, Family Education Workshops
Second Street	Go-Girls, Anime Art, Mind Blown
Stoney Creek	Sharing Cultures Community Dinner, Great Salmon Send-off

The District Community School Advisory and Coordinating Committee (DCSACC) membership consists of parent representatives from each community school, one School Trustee, one Commission member, one Council member and one member at large. At its meeting of 2016 April 14, DCSACC approved the 2016/2017 Community School budget and requested that the School District and the City of Burnaby provide the funds for the continued operation of the eight Community Schools for the upcoming school year.

A letter from the Burnaby School District #41 (Attachment #1) includes the request and outlines the Community Schools' operating budget and funding sources for the upcoming year. The budget provides for a \$4,267.00 increase to overall base contribution levels from the base contribution levels from the City and School District to address projected increases for employee benefits and inflation for supplies and services for 2016/2017. This funding is distributed equally to each school and covers the core funding requirements. All community schools supplement their community education programs and neighbourhood activities through a variety of fund raising activities, grants, donations and sponsorships.

It is recommended that approval be given for the expenditure of \$464,923 as the City's share of the funds to operate Burnaby's community schools. The funds are included in the City's Annual Budget.



Dave Ellenwood  
 DIRECTOR PARKS, RECREATION & CULTURAL SERVICES

EB:km

Attachment

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cc: Director Planning and Building



Attachment #1

April 15, 2016

**RECEIVED**  
Parks, Recreation & Cultural Services

APR 18 2016

Mr. Dave Ellenwood, Director  
Burnaby Parks, Recreation & Cultural Services  
#101 – 4946 Canada Way  
Burnaby, BC V5G 4H7

Refer To	Initials
DE	
EC	

**Re: 2016-17 Budget for Community Schools**

Dear Mr. Ellenwood,

At its April 14, 2016 meeting, the District Community School Advisory and Coordinating Committee (DCSACC) approved the following recommendation:

THAT the proposed 2016/2017 Community School Budget (attached) be approved and that the Burnaby Board of Education and the City of Burnaby each be requested to include in their respective budgets, the amounts requested for the support and operation of community schools during the 2016/2017 school year.

Please consider this letter as the formal request to include in the City's operating budget, the sum of \$464,923 as its share of the funds required to support Burnaby's Community School Program for the 2016/2017 school year.

DCSACC also wishes to acknowledge and thank the City Council, Burnaby Parks, Recreation and Cultural Commission, and the Burnaby Board of Education for their ongoing support of Burnaby's vibrant Community School program.

Please find attached an operating budget information sheet that provides an overview of the 2016/2017 budget, process and guiding principles.

If you require further information, please contact me at 604.296.6900, ext 661008.

Sincerely,

Wanda Mitchell  
Assistant Superintendent

WM/dja

encl

cc: City of Burnaby Councillor, James Wang  
Parks Commissioner Karin Alzner  
Margaret Manifold, Planning

Board of Education Chair, Ron Burton  
Eric Bientjes, Parks and Recreation  
Doreen George, School District

## 2016/2017 COMMUNITY SCHOOL OPERATING BUDGET INFORMATION

The community school program in Burnaby is supported by an integrated funding model involving the school district, City of Burnaby, provincial government, organizations and community residents.

The City of Burnaby and the school district have an operating agreement which outlines the process for receiving community school designation status and a funding formula to support community school operations.

The provincial government through the Ministry of Education's CommunityLINK funding provides the school district with the funds to support a number of school based social service programs such as school meals, children, youth and family support services and community schools. Many of these services are integral elements of the district's community school model.

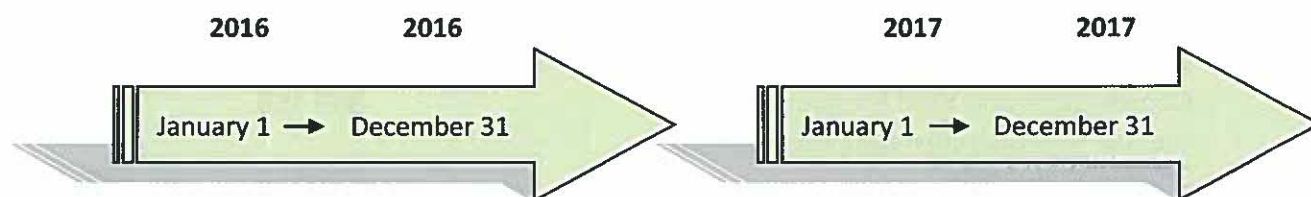
The community school budget merges the school district financial year (school year July 1 – June 30) with the city (calendar year January 1 – December 31) to produce an 18 month budget cycle. It is further complicated by the provincial government's budget year (April 1 – March 31). The budget that is being proposed is for the 2016/2017 school year (July 1, 2016 to June 30, 2017).

The following graphic may be helpful in understanding how the funding partnership works:

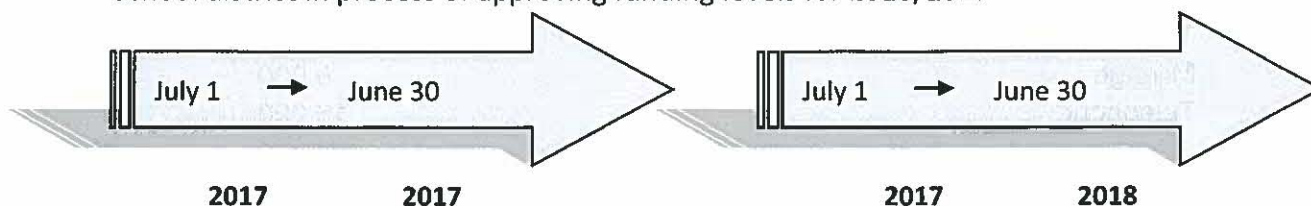


City provided funding

City in process of approving funding levels



School district in process of approving funding levels for 2016/2017



**2016/2017 Budget Preparation Guiding Principles**

- Budget includes provision for a \$10,942 increase to overall base contribution levels from the City and School District to address projected increases for employee wages and benefits for 2016/2017
- Budget provides for an equitable distribution of funds to each designated community school
- Budget recognizes that each community school enhances their community education program through a variety of other funding sources including provincial and federal government summer program grants
- Budget uses the historical community school cost sharing agreement to determine the level funding required from the City of Burnaby and the School District for the operation of the community school programs for 2016/2017
- Requests the City increase its contribution by \$4,267 from \$460,656 to \$464,923 to cover its share of the overall cost of providing the existing community schools program in 2016/2017
- Requests the School District increase its contribution by \$6,674 from \$728,054 to \$734,728 to cover its share of the overall cost of providing the existing community schools program in 2016/2017

**PROPOSED OPERATING BUDGET FOR EIGHT COMMUNITY SCHOOLS**  
**JULY 1, 2016 – JUNE 30, 2017**

	<b>Approved 2015/2016 Operations (8 Schools)</b>	<b>Proposed 2016/2017 Operations (8 schools)</b>
<b>REVENUE</b>		
City of Burnaby	460,656	464,923
School District (from School District Funding Sources)	728,054	734,728
	<b><u>1,188,710</u></b>	<b><u>1,199,651</u></b>
<b>EXPENDITURES</b>		
Coordinators and Staff Program Assistants	899,160	908,700
Clerical and Custodial Support Services		
Employee Benefits	202,550	212,451
	<b><u>1,101,710</u></b>	<b><u>1,121,151</u></b>
<b>SUPPLIES/SERVICES</b>		
Summer Programs	16,000	16,000
Program Development/Out-of-School Time Programs	24,000	24,000
Supplies	8,000	8,000
Equipment	11,000	11,000
Training Development	6,000	6,000
Mileage	6,000	6,000
Telephone	16,000	7,500
	<b><u>87,000</u></b>	<b><u>78,500</u></b>
<b>TOTAL</b>	<b><u>1,188,710</u></b>	<b><u>1,199,651</u></b>





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## COMMISSION REPORT

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

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

**SUBJECT:** 2016 MAY - PARKS, RECREATION & CULTURAL SERVICES  
CAPITAL FUNDING BYLAW

## RECOMMENDATIONS:

1. **THAT** the expenditure of \$403,000 from the 2016 Provisional Financial Plan for the projects outlined in this report be approved.
2. **THAT** Council be requested to bring down a bylaw to appropriate \$421,830 (inclusive of GST) from Capital Reserves to finance these projects.

## REPORT

The 2016 Provisional Financial Plan for Parks, Recreation and Cultural Services contains the following four 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. <b>Shadbolt Centre – Kiln Replacement Project</b>   | <b>(DPY.0065)</b>            | <b>\$150,000</b> |
| Ceramic program asset replacement of a gas fired car kiln and renovations to the kiln shed.  |                              |                  |
| 2. <b>James Cowan Theatre</b>  | <b>(DPY.0063)</b>            | <b>\$100,000</b> |
| Interior improvements including floor treatment upgrades, enhanced aisle and house lighting, soundproofing and the investigation of new seats (phase 2 of project) |                              |                  |
| 3. <b>Recreation Centre Equipment</b>  | <b>(DPY.0066) (DPY.0042)</b> | <b>\$103,000</b> |
| Special event equipment for Swangard, Giro di Burnaby. Sound system upgrade for Eileen Dailly Pool and Safety & Security upgrades at various locations.            |                              |                  |

To: Parks, Recreation & Culture Commission  
From: Director Parks, Recreation & Cultural Services  
Re: 2016 May- Parks, Recreation & Cultural  
Services Capital Funding Bylaw

.....Page 2

**4. Accessibility Improvements (DPW.0264) \$50,000**

Improve park connections and pathways between park features to meet accessibility standards at major parks. This will include curb cuts, connections to existing park trails and parking lot entries.

Sufficient Capital Reserves are available to complete the above projects in the 2016 Provisional Financial Plan. It is recommended that Council be requested to bring down a bylaw to appropriate \$421,830 (inclusive of GST) from Capital Reserves to finance these projects.



Dave Ellenwood  
DIRECTOR PARKS, RECREATION & CULTURAL SERVICES

DH:lw

P:\Admin\Clerical\Staff\adminclerk\dh\2016 May - Parks, Recreation & Cultural Services Capital Funding Bylaw.docx

Copied to: Director Finance  
City Solicitor