



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

### *NOTICE OF OPEN MEETING*

**DATE:** WEDNESDAY, 2016 JUNE 15

**TIME:** 7:00 PM

**PLACE:** Council Chambers, Burnaby City Hall

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

| <b>1.</b> | <b><u>CALL TO ORDER</u></b>   | <b><u>PAGE</u></b> |
|-----------|---|--------------------|
| <b>2.</b> | <b><u>MINUTES</u></b>   |                    |
| a)        | Open meeting of 2016 May 18   | 1                  |
| <b>3.</b> | <b><u>CORRESPONDENCE</u></b>  |                    |
| a)        | Administrative Officer<br>Re: Grant Applications<br>#16.31.Burnaby District Youth Soccer Association<br>2016 Provincial "A" Cup Soccer Tournament | 9                  |
| b)        | Burnaby Terry Fox Run Organizing Committee<br>Re: Fee Waiver Request for Burnaby Terry Fox Run  | 12                 |
| <b>4.</b> | <b><u>DIRECTOR'S REPORT</u></b>   |                    |
| a)        | Director's Report No. 6<br>2016 June 15   | 13                 |
| i)        | Licence between City and Burnaby Lake Rugby Committee to Operate<br>Clubhouse at Burnaby Lake Sports Complex-East                                 | 14                 |
| ii)       | Burnaby Terry Fox Run Fee Waiver Request 2016   | 16                 |
| iii)      | Burnaby District Youth Soccer Association – Request for Fee Discount  | 17                 |
| iv)       | Permissive Exemptions from Taxation - 2017  | 19                 |

- v) 2016 June - Parks, Recreation & Cultural Services Capital Funding 28  
Bylaw

5. **NEW BUSINESS**

6. **INQUIRIES**

7. **ADJOURNMENT**



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

**Wednesday, 2016 May 18**

An Open meeting of the Parks, Recreation and Culture Commission was held in the Gymnasium, Byrne Creek Secondary School, 7777 18<sup>th</sup> Street, Burnaby on Wednesday, 2016 May 18 at 7:05 p.m.

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

PRESENT: Councillor N. Volkow, Chair  
 Commissioner K. Alzner  
 Commissioner J. Jang  
 Councillor A. Kang  
 Commissioner B. Larkin  
 Commissioner L. Loftus,  
 Commissioner L. Matricardi  
 Commissioner W. Peppard  
 Commissioner K. Purdy  
 School Trustee K. Chen

STAFF: Mr. D. Ellenwood, Director Parks, Recreation & Cultural Services  
 Mr. C. Collis, Assistant Director - Recreation  
 Mr. D. Hunter, Assistant Director - Parks  
 Mr. D. Nokony, Assistant Director - Cultural Services  
 Mr. D. O'Connor, Assistant Director - Golf Operations  
 Mr. D. Pelletier, Manager - Business Operations  
 Mr. E. Bientjes, Manager Recreation Services  
 Mr. Johannes Schumann, Planner - Planning and Building  
 Ms. Kathryn Matts, Commission Secretary  
 Ms. Theresa Cheng, Recording Secretary

The Open Commission meeting was called to order at 7:05 p.m.

MOVED BY COMMISSIONER JANG  
SECONDED BY COMMISSIONER LARKIN

“THAT the Open Commission meeting do now convene.”

CARRIED UNANIMOUSLY

**2. MINUTES****a) Open meeting of 2016 April 20**

MOVED BY COMMISSIONER PURDY  
SECONDED BY COMMISSIONER LARKIN

“THAT the minutes of the Open Commission meeting held on 2016 April 20 be now adopted.”

CARRIED UNANIMOUSLY

**3. CORRESPONDENCE**

MOVED BY COMMISSIONER LOFTUS  
SECONDED BY COMMISSIONER ALZNER

“THAT the following items of correspondence be received.”

CARRIED UNANIMOUSLY

- (a) Mr. Ben Oliver, Chair of Adrian Oliver Memorial Run, requested a full or partial fee waiver for the use of Deer Lake Park and the Shadbolt Centre for a charitable event on 2016 November 13 to raise funds for the Honour House Society.

Director's Report Item (ii) referred to the correspondence.

- (b) The Administrative Officer advised that Council at the meeting of 2016 May 09 received a report re: Bonsor Upper Floor Renovation and adopted the recommendations. A copy of the report was forwarded to the Parks, Recreation and Culture Commission for information.
- (c) The Administrative Officer advised that Council at the meeting of 2016 May 09 received a report re: Proposed South Burnaby Arena and adopted the recommendations. A copy of the report was forwarded to the Parks, Recreation and Culture Commission for information.

**4. DIRECTOR'S REPORT**

- (a) The Director Parks, Recreation and Cultural Services submitted his Report No. 5, dated 2016 May 18, covering the following items listed as i - iv.

MOVED BY COMMISSIONER PURDY  
SECONDED BY COMMISSIONER MATRICARDI

"THAT the Director's Report be received."

CARRIED UNANIMOUSLY

**(i) Fees and Charges Updates for Outdoor Pool Rental and Student Filming Parks**

At the Commission meeting of 2016 April 20, a delegation was received from Ms. Laura Marquez, President of Burnaby Barracudas Swim Club. Included in the delegation was a request for a review of outdoor pool rental rates for Burnaby swim clubs. A fee review indicated that a fee adjustment for outdoor pool rental rates for Burnaby aquatic clubs is supportable to align with regional rates. The fee review also indicated that there should be no charge for Student Filming in Parks.

It was recommended:

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.

MOVED BY COMMISSIONER MATRICARDI  
SECONDED BY COMMISSIONER PEPPARD

"THAT the three recommendations be approved."

CARRIED UNANIMOUSLY

**(ii) Fee Waiver Request - Deer Lake Park/Shadbolt Centre**

Mr. Ben Oliver, Chair, Adrian Oliver Memorial Run, requested a fee waiver for the use of Deer Lake Park and the Shadbolt Centre on 2016 November 13 to raise funds for Honour House. 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 requested a fee waiver totalling \$1,519.24 for the use of the Shadbolt Centre East Plaza, Studios 100/101 and Deer Lake Park. The allotment fees for fund raising and charitable events are in place to offset a portion of operating costs for spaces and facilities.

It was recommended:

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.

MOVED BY COMMISSIONER JANG  
SECONDED BY COMMISSIONER MATRICARDI

"THAT the two recommendations be approved."

CARRIED UNANIMOUSLY

**(iii) 2016/2017 Community School Grant**

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. The District Community School Advisory and Coordinating Committee approved the 2016/2017 Community School budget and requested that the School District and the City of Burnaby provide funds for the continued operation of the eight Community Schools for the upcoming school year. The budget provides for a \$4,267 increase to address projected increases for employee benefits and inflation for supplies and services for 2016/2017.

It was recommended:

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.

MOVED BY COMMISSIONER PEPPARD  
SECONDED BY COMMISSIONER MATRICARDI

"THAT the three recommendations be approved."

CARRIED UNANIMOUSLY

#### **(iv) 2016 May - Parks, Recreation & Cultural Services Capital Funding Bylaw**

The 2016 Provisional Financial Plan for Parks, Recreation and Cultural Services contains 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.

It was recommended:

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.

MOVED BY COMMISSIONER LARKIN  
SECONDED BY COMMISSIONER PURDY

"THAT the two recommendations be approved."

CARRIED UNANIMOUSLY

**5. NEW BUSINESS**

Commissioner Larkin referred to an article in a local newspaper about residents having difficulty in developing community gardens because of restrictions from the City and commented that the community garden in the Big Bend area is a little out of the way.

The Director advised that the City has a very large community garden in the Big Bend area, which is operated by the Burnaby and Regional Allotment Gardens Association. The large size of the City's allotment garden in one central location is compared very favourably to those of any other municipality. People have looked for community gardens at various preferred locations. Parks and Planning staff have also investigated potential sites in other areas of the City. The sites have to meet the criteria of ease of administration, accessibility, prevention of vandalism and other considerations so that they will not pose problems in the future. It is our plan to have three community gardens in the City.

Commissioner Jang advised that during the BCRPA Symposium in Whistler he received information from another community that they are looking at a convertible system for their new ice rink to improve accessibility especially for sledge hockey. The convertible system will have the benches fold out while the boards with low visibility windows allow spectators to watch the action in the rink. This convertible system may be considered for our new ice rink.

Staff will investigate the convertible system.

Commissioner Loftus suggested that staff investigate the inclusion of a covered sports box in the vicinity of the new ice arena under discussion in the Edmonds area.

On behalf of the Commission and staff, Commissioner Loftus thanked Commissioner Jang for attending the meeting on his birthday and wished him a happy birthday.

**6. INQUIRIES**

Commissioner Alzner advised that she received a telephone call from Ms. Sheryl Nichols, a Burnaby resident, who inquired if the City has been educating new residents about dog waste disposal.

Staff advised that in off-leash areas, dog owners are encouraged to put dog waste in the waste receptacles installed there. Education of dog owners will continue. Enforcement of proper waste disposal has been difficult.



The Chair thanked Commissioner Matricardi, Deputy Chair, members of the Commission and staff for covering the meetings during his absence.

## 7. **PUBLIC COMMENT/QUESTION PERIOD**

Ms. Diane Gillis, 6675 St. Charles Place, Burnaby, expressed appreciation of the remarkable transformation in the Royal Oak area which has become so much more appealing. The majority of the development is mixed residential and commercial buildings on the major road. The park space in the original Royal Oak plan seemed to have slowly disappeared. Ms. Gillis inquired if there is any plan to re-introduce green space on Grimmer Street and Antrim Avenue and she will bring this information to the Kingsway Imperial Neighbourhood Association.

The Chair advised that both locations mentioned by Ms. Gillis have been deemed unsuitable for neighbourhood parks. Planning staff could explain the process of developing green space undertaken by the City and various departments in the Royal Oak Plan.

Planning staff advised that a report will be submitted to the Parks, Recreation and Culture Commission and City Council with an update on the open space area in the Royal Oak development plan resulting from the completion of acquisition on Grimmer and Lane Streets. There will be green space but it is not identified as yet.

Ms. Gillis will relay this information to the Kingsway Imperial Neighbourhood Association. Ms. Gillis thanked staff for installing the dog walk along the corridor under the Royal Oak Skytrain which has addressed the old safety concerns.

Mr. Jeremy Roberts, 7314 Barnet Road, Burnaby, advised that he has been a Burnaby resident for 35 years and a former member of gun clubs on Barnet Highway. The gun clubs were closed by Council. There was a promise that another gun range would be open.

The Chair advised that it was a public decision which was supported by the Simon Fraser University to close the gun ranges for a number of reasons in the 1980's. The current Parks, Recreation and Culture Commission is not involved. Since then there has been development on top of Burnaby Mountain. In retrospect, the decision was correct. There has never been a promise to open a gun club in Burnaby.

Mr. Roberts suggested that the area formally kept by the Burnaby Fish and Game Club be cleared to allow an informal target range for residents.

The Chair advised that there is no place for an outdoor target range in a major metropolitan city in 2016.

School Trustee Chen expressed appreciation of the 2016/2017 community school grant that benefits students and their families, supports the community schools and many programs that connect the community as a whole.

Ms. Katy Alkins-Jang, 7187 Dunblane Avenue, Burnaby, expressed appreciation of the clean-up of a neighbourhood park on Dunblane Avenue and south of Imperial Street and requested the removal of graffiti on the City's bench there.

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 7:45 p.m.

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

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

tc

p:\admin\clerical\staff\Agenda\minutes plus\160518 open minutes



Executive Committee of Council  
c/o Office of the City Clerk

|                      |             |
|----------------------|-------------|
| Commission Agenda    |             |
| Date .....           | 2016 Jun 15 |
| Correspondence ..... | (a)         |

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

## INTER-OFFICE MEMORANDUM

TO: CHAIR AND MEMBERS  
PARKS, RECREATION AND CULTURE  
COMMISSION

DATE: 2016 June 01

FROM: ADMINISTRATIVE OFFICER

FILE: 2410-20

SUBJECT: GRANT APPLICATIONS  
#16.31. BURNABY DISTRICT YOUTH SOCCER ASSOCIATION  
(ITEM 5(A), REPORTS, COUNCIL 2016 MAY 30)

Council, at the Open Council meeting held on 2016 May 30, received the above noted report and adopted the following recommendation contained therein:

**#16.31. Burnaby District Youth Soccer Association**  
*2016 Provincial "A" Cup Soccer Tournament*

1. THAT this request be **REFERRED** to Parks, Recreation and Culture Commission for consideration.

### NOTE

Item 3 of the Director's Report refers to this matter

Blanka Zeinabova  
Administrative Officer

Copy: Director Parks, Recr. & Cult. Services



# Burnaby District Youth Soccer Association

[www.burnabysoccer.com](http://www.burnabysoccer.com)



*Burnaby District Metro Selects / Burnaby Girls Soccer Club / Cliff Avenue UFC /  
Royal City Youth Soccer Club / South Burnaby Metro Club / Westburn Soccer Club*

May 13, 2016

**To Honorable Mayor Derek Corrigan and the Honorable Burnaby Council;**

We trust that our letter finds you well amid your many different duties and obligations. We would like to present the following items for your review as respectful requests for our City's support for the upcoming **2016 Provincial 'A' Cup Soccer Tournament** that is being hosted by the Burnaby District Youth Soccer Association at the Burnaby Lakes West Complex this summer, from July 7 – 11. Teams from all over the province will be participating, in age groups U13 to U18, Boys and Girls (approximately 1000 players, with their families and coaches). Many of our teams have traveled to Kamloops, Langley, and South Surrey over the year, to name a few of the most recent host cities, and we were warmly welcomed by the hosts and Elected officials therein - we would like to do the same in our beautiful City of Burnaby.

**Thank you in advance for your kind consideration of the following requests:**

## City of Burnaby Official Participation

- Would it be possible to once again have the **"Welcome from Mayor Corrigan"** in our Tournament program? We were just informed that this **deadline is the 1<sup>st</sup> of June**. We apologize for the tight timeline, but the printers have told us that this date is firm. We believe that the last welcome letter may still be on file with the Mayor's office, as the Burnaby District hosted this tournament 2 years ago, and the same letter would still be applicable.
- We would be so honored if the Mayor could welcome the teams to Burnaby at the Opening Ceremonies on **Thursday, July 7<sup>th</sup>**. The ceremonies are between 5:00pm -6:00 pm, on **Field # 1**.

## With respect to the on-site Food Concession Options:

- We would like to request special permission to set up a concession that would serve different types of food, such as hamburgers and sausages. This concession would be operated by Parent Volunteers with a Food Safe certificate. Proceeds from these food sales would go directly to the District Soccer Program.
- *If this option is unacceptable*, could extra concessions be set up by Burnaby Parks that would serve more food options, such as hamburgers, wraps, etc.? We had many concerns expressed two years ago about the food options available at the site, with respect to the variety and amount of food available. Families travel to the site and are often there for extended periods with many family members. There are no food outlets close to the Tournament venue. Water, Gatorade, snacks etc. would all be appreciated to be available for purchase in larger quantities; line ups were also very lengthy two years ago.

## Memorabilia from the City of Burnaby

- We wondered if the City would be able to gift the participating players (~1000) with City of Burnaby pins, t-shirts, or water bottles. We realize that this is a significant number of participants – we appreciate your support.

**Possible Monetary Support**

- The support for this tournament is by volunteers that dedicate countless hours to many, many details. If there are any opportunities for grants or bursaries towards the costs that are mounting, we would be so appreciative.

**Thank you once again for accepting our requests.** On behalf of the entire organizing, we so appreciate your kind consideration, guidance, support and understanding as we all prepare for this wonderful event in our City, an event that the children and their families will never forget!!!!

Suzana Prpic (Volunteer – Sponsorship Contact, 604-312-8774) and Douglas Ross (Chair, Local Organizing Committee)



Anna Solnickova, BBA, CPA, CGA, ACCA  
 504 – 4350 Beresford Street  
 Burnaby, BC V5H 4K9  
 604-716-2963 \* tfrbby@gmail.com

June 5, 2016

Mr. Nick Volkow  
 Members of the Parks, Recreation and Cultural Services Commission  
 City of Burnaby

|  |
|--|
| <b>Commission Agenda</b><br>Date .....2016 Jun 15<br>Correspondence .....(b) |
|--|

Dear Mr. Volkow,

Re: The 2016 Burnaby Terry Fox Run  
Request for In-Kind Support

This year marks the **36<sup>th</sup> anniversary of Terry Fox's selfless Marathon of Hope**. As I am a two-time cancer survivor, it is very important to me that Terry's legacy and dream of a cancer free world not be forgotten. In order to share the vision and spirit of this Canadian hero, the Burnaby Terry Fox Run Organizing Committee and I are once again proud to invite Burnaby residents and all other interest parties to the **Burnaby Terry Fox Run on Sunday, September 18, 2016 in Swangard Stadium and Central Park**.

We are grateful for your past support of our event and once again turn to you in hopes of seeking assistance from you, the commissioners, and the City of Burnaby.

As you may know, the Terry Fox Run is unique in several ways, one being that it was the first run to be organized to raise money for charity, namely, cancer research. It differs from other runs in that it has:

- No fee for registration
- No required minimum donation amount
- No exclusions; everyone is welcome to participate
- No corporate sponsorship
- No donor recognition (other than being named on a thank-you board)
- No budget available for the Organizing Committee (all items and operating costs are donated by community members)

It is also worth mentioning that The Terry Fox Foundation continues to be a leader in fiscally responsible fund raising (84 cents of every \$1 donated goes DIRECTLY to cancer research).

In order to assist us with organizing and hosting the 36<sup>th</sup> Annual Burnaby Terry Fox Run, the **Organizing Committee respectfully request the waiver of the fee for the use of the Central Park Trails on Sunday, September 18, 2016**. We will be using the Terry Fox Route for our Run and there should be no expense involved with this as we provide our own extra garbage containers and are diligent in trying to ensure that we leave the Park as we find it.

Additionally, the **Organizing Committee respectfully requests the waiver of the fee for the use of the two black pop up tents (10 x 10 and 10 x 15 canopies) on Sunday, September 18, 2016**.

As the commissioners have been kind enough in the past to waive both of these fees, we hope that you will once again look favorably upon our requests. Thank you very much for your time and consideration.

Sincerely,  
 Anna Solnickova  
 Run Organizer, 2016 Burnaby Terry Fox Run  
 Burnaby Terry Fox Run Organizing Committee

**NOTE**

Item 2 of the Director's Report refers to this matter

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

DIRECTOR'S REPORT NO. 6, 2016

2016 JUNE 10

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.                 | Licence between City and Burnaby Lake Rugby Committee to Operate Clubhouse at Burnaby Lake Sports Complex-East |
| 2.                 | Burnaby Terry Fox Run Fee Waiver Request 2016  |
| 3.                 | Burnaby District Youth Soccer Association – Request for Fee Discount   |
| 4.                 | Permissive Exemptions from Taxation - 2017   |
| 5.                 | 2016 June - Parks, Recreation & Cultural Services Capital Funding Bylaw  |

Respectfully submitted,



DAVE ELLENWOOD  
Director Parks, Recreation and Cultural Services



|                            |             |
|----------------------------|-------------|
| Item.....                  | 1           |
| Director's Report No. .... | 6           |
| Meeting .....              | 2016 Jun 15 |

## COMMISSION REPORT

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

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

**SUBJECT:** LICENCE BETWEEN CITY AND BURNABY LAKE RUGBY  
COMMITTEE TO OPERATE CLUBHOUSE AT BURNABY LAKE  
SPORTS COMPLEX-EAST

**RECOMMENDATIONS:**

1. **THAT** approval be given for a new five year licence for one dollar (\$1) per year plus one option to renew for a further five years with the Burnaby Lake Rugby Committee to operate the clubhouse portion of the fieldhouse at the Burnaby Lake Sports Complex-East with terms and conditions as outlined in this report.
2. **THAT** Council be requested to concur.
3. **THAT** a copy of this report be sent to Mr. Leigh Shelley, Chairperson of the Burnaby Lake Rugby Committee.

**REPORT****INTRODUCTION**

In July 1980, the City entered into an agreement with the Burnaby Lake Rugby Committee for the construction of an addition to the public washrooms and fieldhouse located at Burnaby Lake Sports Complex-East.

In September of 1982, the City entered into a licence agreement with the Burnaby Lake Rugby Committee, setting out operating conditions for the rugby clubhouse. The current agreement expires 2016 June 30. The Burnaby Lake Rugby Committee has requested a new agreement under the same terms and conditions.

Throughout the tenure of the current agreement, the Burnaby Lake Rugby Committee has been a valued and extremely supportive community partner. They have complied with all terms of the licence agreement and consistently paid their portion of the operating expenses. The Club has improved/renovated the upstairs washrooms, the lounge area and the Mohawk Room (banquet room). Assuming a new agreement is



To: Parks, Recreation & Culture Commission  
From: Director Parks, Recreation & Cultural Services  
Re: LICENCE BETWEEN CITY AND BURNABY LAKE  
RUGBY COMMITTEE TO OPERATE CLUBHOUSE  
AT BURNABY LAKE SPORTS COMPLEX-EAST

..... Page 2

approved, the Committee has modest plans for continued improvements and upgrades of the clubhouse facilities.

If approved, the Club would maintain responsibility for the existing clubhouse operation including improvements and operating costs related to the upstairs portion of the building and a portion of the bottom floor that they currently occupy under the licence. The City of Burnaby will continue to maintain and repair the structural components and exterior of the building, and repair or upgrade the mechanical services including heating and ventilation systems. The roof and skylights were replaced two years ago and there are no other significant alterations or changes planned to the building. The existing public washrooms and change rooms downstairs would continue to operate by City janitorial staff.

1. The new term for the licence will be for 5 years with one option to renew for a further five years.
2. For permission to occupy and use the licensed premises, the Licensee shall pay to the City of Burnaby one dollar (\$1) per year.
3. Insurance requirements will be updated to comply with City Standards.

### **SUMMARY**

The conditions of the licence have been reviewed with members of the Burnaby Lake Rugby Committee. The Burnaby Lake Rugby Committee continues to provide a valued service to the community, and is a valued supporter and community partner. It is recommended that the licence agreement to operate the fieldhouse at the Burnaby Lake Sports Complex-East be approved as outlined in this report.



Dave Ellenwood  
DIRECTOR PARKS, RECREATION & CULTURAL SERVICES

DP:tc

p:\admin\tc\data\wp\dp\reports\Burnaby Lake Rugby Committee – licence agreement

Copied to: City Solicitor  
Director Finance  
Risk Manager



|                           |             |
|---------------------------|-------------|
| Item.....                 | 2           |
| Director's Report No..... | 6           |
| Meeting .....             | 2016 Jun 15 |

## COMMISSION REPORT

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

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

**SUBJECT:** BURNABY TERRY FOX RUN FEE WAIVER REQUEST 2016

**RECOMMENDATIONS:**

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, 2016 Run Organizer for the Burnaby Terry Fox Run Organizing Committee.

**REPORT**

Appearing as correspondence is a letter from Ms. Anna Solnickova, 2016 Run Organizer for the Burnaby Terry Fox Run Organizing Committee. Ms. Anna Solnickova has submitted a letter requesting a fee waiver for use of Central Park trails and two tents. The Burnaby Terry Fox fundraising event is planned for 2016 September 18.

The Central Park trails are booked several times a year for fundraising walks and runs. The rental fees for the trails in Central Park are \$167.90 (plus GST). The pop-up tents do not have a fee associated with them as staff time is not required for their set up.

In her letter, Ms. Solnickova has requested a waiver for the use of the trails and tents. It is recommended that the request to waive the fees for the use of the trails and pop-up tents be approved as there is no direct staff costs associated with these items.

The contents of this report have been shared with Ms. Anna Solnickova, 2016 Run Organizer for the Burnaby Terry Fox Run Organizing Committee.

Dave Ellenwood  
DIRECTOR PARKS, RECREATION & CULTURAL SERVICES

TK:lw

P:/admin/clerical/adminclerk/tk/terryfoxrun2016.docx





|                           |             |
|---------------------------|-------------|
| Item.....                 | 3           |
| Director's Report No..... | 6           |
| Meeting .....             | 2016 Jun 15 |

## COMMISSION REPORT

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

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

**SUBJECT:** BURNABY DISTRICT YOUTH SOCCER ASSOCIATION –  
REQUEST FOR FEE DISCOUNT

## RECOMMENDATIONS:

1. **THAT** the request from the Burnaby District Youth Soccer Association for a volunteer managed on-site concession and for monetary support for their tournament 2016, July 7-11 be denied.
2. **THAT** a copy of this report be sent to the Executive Committee of Council.
3. **THAT** a copy of this report be forwarded to Council for information.
4. **THAT** a copy of this report be sent to Ms. Suzana Prpic, Volunteer – Sponsorship Contact, and Mr. Douglas Ross, Chair, Local Organizing Committee, Burnaby District Youth Soccer Association.

## REPORT

Appearing as correspondence is a letter from Ms. Suzana Prpic, Volunteer – Sponsorship Contact and Mr. Douglas Ross, Chair, Local Organizing Committee for the Burnaby District Youth Soccer Association, referred from the Executive Committee of Council to the Commission. The letter requests consideration for a concession and monetary support for their 2016 July 07-11 tournament, as well as City of Burnaby official participation and City of Burnaby memorabilia.

This annual Provincial 'A' Cup Tournament brings together teams from all over British Columbia for high caliber soccer at the U13 to U18 level. Burnaby Lake Sports Complex - West artificial turf fields have been booked for this tournament, and the preferred fee for youth tournaments will be charged. The total cost for the tournament is \$3,518.35. Staff will work with the tournament organizers to support this annual event with services. As the tournament fee covers the staffing and maintenance costs that are required to support the event, it is recommended that the fee reduction request be denied.

To: Parks, Recreation & Culture Commission  
From: Director Parks, Recreation & Cultural Services  
Re: BURNABY DISTRICT YOUTH SOCCER  
ASSC.  
REQUEST FOR FEE DISCOUNT

..... Page 2

Food Services staff have indicated that a second cash register will be installed to minimize line-ups, and that enhanced food options will be available, as per the request.

The request for memorabilia will be considered by staff who will work with the tournament organizers.

The contents of this report have been shared with Ms. Suzana Prpic, Volunteer – Sponsorship Contact and Mr. Douglas Ross, Chair, Local Organizing Committee, Burnaby District Youth Soccer Association.



Dave Ellenwood  
DIRECTOR PARKS, RECREATION AND CULTURAL SERVICES

TK:lw

P:/admin/clerk/adminclerk/tk/burnaby district youth soccer.docx



|                           |             |
|---------------------------|-------------|
| Item.....                 | 4           |
| Director's Report No..... | 6           |
| Meeting .....             | 2016 Jun 15 |

## COMMISSION REPORT

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

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

**SUBJECT:** PERMISSIVE EXEMPTIONS FROM TAXATION - 2017

**RECOMMENDATION:**

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 - 2017 to be presented to City Council for approval.

**REPORT**

Each year the Director of Finance prepares a Tax Exemption Bylaw which includes properties that warrant exemption from taxation. The properties listed below are owned or occupied by community associations which facilitate athletic and/or recreational services to the public, and as such, are initially reviewed by Parks, Recreation & Cultural Services staff and forwarded to the Commission for approval.

**SUBJECT PROPERTIES****PROPERTY IDENTIFIER - PID**

- |  |                |
|--|----------------|
| 1. B.C. Volleyball<br>Harry Jerome Sports Centre<br>7564 Barnet Road | 0690-7564-0000 |
| 2. Boys and Girls Clubs of South Coast BC<br>518 Howard Avenue       | 6185-0518-0000 |
| 3. Burnaby Horsemen's Association<br>9080 Avalon Avenue              | 3128-9080-0000 |
| 4. Burnaby Winter Club<br>4990 Canada Way<br>(Apportionment)         | 1770-4990-0000 |
| 5. Burnaby Tennis Club<br>3890 Kensington Avenue                     | 6545-3890-0000 |



To: Parks, Recreation & Culture Commission  
 From: Director Parks, Recreation & Cultural Services  
 Re: Permissive Exemptions from Taxation - 2017  
 ..... Page 2

### **SUBJECT PROPERTIES**

### **PROPERTY IDENTIFIER – PID**

6. Lotus Club  
 8059 Texaco Drive  
 (Apportionment)

0294-8059-0002

### **ASSESSMENT FOR EXEMPTION**

Part 7, Division 7 of the *Community Charter* provides municipalities with authority to exempt certain lands and/or improvements from municipal property taxation.

Section 224 provides the general authority for permissive exemptions. Under this section, Council may offer exemptions to a wide range of properties including:

- property owned by a not-for-profit corporation;
- property owned by a local authority; and
- property owned by a public authority and occupied by another authority or not-for-profit.

The authority to grant permissive exemptions is a policy tool available to municipalities to promote or achieve specific goals. The City of Burnaby has utilized this policy tool to extend permissive exemptions to recreation and athletic clubs that encourage the clubs to make available their facilities to the general public and to meet other specific guidelines.

Guidelines for permissive tax exemptions from taxation (Attachment #1) were adopted by Council 1986 June 23.

Staff conducts an annual review of each organization, based on the approved criteria outlined in said guidelines, and a supplementary questionnaire which requests more detailed information regarding membership, services and usage. The results of the review are summarized in Attachment #2, and include definitions of “users”, “members”, and “participant visits”.

Comparative residency and use percentages are not easily defined, due to variations in program and membership structures. Use profiles and types of service vary within each organization, and range from drop in programs, allotments, special events, and lessons to specialized courses attracting more regional participation. Groups are subsequently advised where services may be seen to border on recommended standards.

To: *Parks, Recreation & Culture Commission*  
From: *Director Parks, Recreation & Cultural Services*  
Re: *Permissive Exemptions from Taxation - 2017*  
..... Page 3

**CONCLUSION**

It is recommended that the Commission approve the tax exemptions for the organizations identified for the year 2017, and that a copy of this report be forwarded to the Director of Finance for inclusion in Council's annual Bylaw process.



Dave Ellenwood  
DIRECTOR PARKS, RECREATION & CULTURAL SERVICES

DP:tc

Attachments (2)

p:\admin\tc\data\wp\dp\reports\2017 permissive tax exemption

cc: Director Finance



## DETAILED GUIDELINES FOR PERMISSIVE EXEMPTIONS FROM TAXATION

Council, on 1986 May 26, received a progress report from the Director Finance outlining general guidelines for determining permissive exemptions from taxation. At that time, Council was advised that detailed guidelines would be presented for their consideration and adoption in 1986 July. This section outlines the detailed guidelines.

Guidelines by definition are indications of policy or conduct. In this case they will ensure that the broad range of community organizations in Burnaby are dealt with consistently and receive equal treatment and consideration for tax exemption.

The guidelines provide structure and assist staff with assessment of applications for permissive exemption from taxation.

The spirit in using the guidelines is one of identifying the services and organizations which are the most complementary extensions of City services; and for which the burden resulting from the exemption is a justifiable expense to the taxpayers of Burnaby.

To be eligible for exemption a service or an organization must conform to all of the guidelines. Given that many of the organizations are one of a kind and provide specialized, often unique services it is difficult to measure precisely whether a use conforms to the guidelines. For this reason each application for permissive exemption will be evaluated on its own merits, using the guidelines to indicate where the City should consider granting support.

The following detailed guidelines are statements of intent with outlines of how they will be applied and measured.

### **A. Consistent with City Policies, Plans, Bylaws, Codes and Regulations**

Before an exemption is considered, the use must be consistent with and in support of all applicable City legislation.

The intent of this guideline is to ensure that organizations receiving City support (permissive exemption) reflect the goals, policies and general operating principles of the City. For example, it would be inappropriate for the City to support an organization whose charter or practices encouraged discrimination on the basis of age, sex, ethnic origin or religion. It would also be inappropriate to support organizations in situations where the use would be non-conforming to zoning or an incompatible land use.



**B. Non Profit**

Organizations and individuals providing services should have no profit motive. The intent of this guideline is to ensure that City support is not used for commercial or private gain.

Organizations can demonstrate that they are non-profit by being a registered charitable institution or society. The Society Act defines societies with a charitable purpose as those concerned with the relief of poverty, the advancement of education, the advancement of religion or any other purpose beneficial to the community. In the Act a society "shall not distribute any gain, profit or dividend or otherwise dispose of its assets without receiving full and valuable consideration". The act also stipulates that a society shall have at least three directors overseeing the operation and that proper accounting records be kept and made available to its members and the Provincial registrar.

Another indicator of non-profit is where a business licence is not required. Non-profit organizations do not require a business licence since they are not operating for the purpose of gain or profit.

**C. Complementary Extensions to City Services and Programs**

Services and organizations should fulfill some basic needs or otherwise improve the quality of life for Burnaby residents.

The intent of this guideline is to ensure that support is directed toward services the City would consider providing given adequate resources.

As with all of the guidelines, the responsibility is with the applicant to demonstrate how the service complements City services.

Given the diverse nature of the services, the input of appropriate City departments will be sought in determining when services are complementary. This assessment will also consider whether the service is needed or wanted by Burnaby residents.

**D. Accessible to the Public**

Services and activities should be equally available to all residents of Burnaby.

The intent of this guideline is to ensure that the organizations' regulations governing use do not prohibit the public from participation.

It is recognized that geographic location and financial means make some services and activities less accessible to residents. This guideline does not consider these influences to be exclusionary by intent.

Where special knowledge or developed skills are required as a prerequisite to participation, the knowledge would be available to the public from the organization receiving City support.

#### **E. Used Primarily by Burnaby Residents**

While services need not be maintained exclusively for the use of Burnaby residents, they should be majority users of the service.

The intent behind this guideline is to recognize that the taxpayers of Burnaby should not become overburdened by the increasing number of regional and broader organizations locating in Burnaby and receiving exemptions from taxation.

Where the stated purpose or client group is clearly regional or broader in nature it is proposed that Burnaby accept a share, as opposed to all, of the burden resulting from permissive exemptions.

We have considered pro rating uses and recommending exemptions accordingly, however, we feel this approach would prove unimplementable. Therefore, we propose to simply share the "regional" burden by granting 50% permissive exemptions on affected applications. To minimize the impact this change may have on some organizations we propose that the 50% exemptions be implemented for the 1988 assessment roll. Affected organizations would remain 100% exempt for 1987. This will then give them time to adjust their budgets or make representation to the City for reconsideration.

This approach is possible under Section 401(1) of the Municipal Act wherein Council may exempt from taxation all or part of the taxable assessed value of land, improvements or both. As with all permissive exemptions Council must deal annually with each application in order to be seen as exercising their discretionary powers.

DP:km:tc

p:\admin\tclwp\dp\2017 tax exemption\detailed guidelines for permissive exemptions



**YEAR 2017 PERMISSIVE TAX EXEMPTIONS  
RECREATION GROUPS PROFILE**

**Definitions**

**Users:** Number of individuals - members and non-members - estimated to be using services in the facility.

**Members:** Number of users identified as members of the organization operating the facility.

***Participant***

**Visits or Hours:** Calculation of the number of times, that users participate annually, or during service operation.

| SUBJECT PROPERTIES   | MEMBERSHIP, USE & PARTICIPATION PROFILE  | TAX ESTIMATE ON EXEMPTION |
|--|--|---------------------------|
| <b>Volleyball BC<br/>- Harry Jerome Sports Centre</b>  | <ul style="list-style-type: none"> <li>64,998 Annual participants (60% estimated Burnaby residents).</li> <li>23,798 unique participants (57% estimated Burnaby residents).</li> <li>Membership is not required for many services.</li> <li>817 unique Burnaby VBC members (2,878 provincially).</li> <li>Volleyball leagues, programs, camps/clinics, tournaments.</li> <li>Allotments: Burnaby Velodrome Club/Youth Club Volleyball/schools/youth soccer/individual and group court rentals, drop-ins.</li> <li>Serves Children, Youth, Adults, Seniors - (both genders).</li> </ul> | \$ 137,393.20             |
| <b>Boys and Girls Clubs of South Coast BC<br/>- Howard Avenue</b>                                  | <ul style="list-style-type: none"> <li>463 users (Over 90% are Burnaby residents).</li> <li>58,113 participant/volunteer hours (52 weeks service).</li> <li>Membership (negotiable \$100 annual membership fee for 6-12 year olds; youth membership for 13-18 year olds is \$10; never deny access due to inability to pay).</li> <li>Child, Youth, Adult programs/Odyssey substance misuse.</li> <li>Allotments: Church groups/birthday parties/sports groups, etc.</li> <li>Serves Children, Youth, Adults - (both genders).</li> </ul>  | \$ 26,066.09              |
| <b>Burnaby Horsemen's Association<br/>- Avalon Avenue<br/>* Blended rate - business/recreation</b> | <ul style="list-style-type: none"> <li>170 members - 53% Burnaby residents.</li> <li>59 members board horses (53% Burnaby residents).</li> <li>51,806 annual participant visits -75% Burnaby residents.</li> <li>Membership required for many services. Burnaby priority for boarding and lesson program price.</li> <li>72 Associate Members (67% Burnaby residents).</li> <li>Public lessons, horse boarding, riding clinics, shows and open houses, barn tours, community outreach.</li> </ul>  | \$ 40,979.72              |

| SUBJECT PROPERTIES  | MEMBERSHIP, USE & PARTICIPATION PROFILE  | TAX ESTIMATE ON EXEMPTION |
|---|--|---------------------------|
| <b>Burnaby Winter Club</b><br><b>- Main Building Portion only</b><br>excludes new arena portion | <ul style="list-style-type: none"> <li>• 33,310 annual participant visits to <u>main rink</u> (58% estimated Burnaby residents).</li> <li>• 36 Sustaining Members (24 with Burnaby residence i.e. 66.7%).</li> <li>• 16 Honorary Life Members (12 with Burnaby residence i.e. 75%).</li> <li>• Approximately 290 children play hockey (46% children Burnaby residents).</li> <li>• 161 Rascals, Preschool/Hockey 1-4 program (approx. 61% Burnaby residents).</li> <li>• 290 Active Members (46% Hockey Program – school age).</li> <li>• 20 Social Members (100% Burnaby residents).</li> <li>• Membership priority for some services, most programs open to non-member, social membership.</li> <li>• Hockey - drop-in, Skill Development groups, Goalie School, Hockey Academy, Allotments.</li> <li>• 120 Burnaby Figure Skating Non-Members (85% from Burnaby).</li> <li>• All programs serve Children, Youth, Adult, Senior – (both genders).</li> </ul> | \$ 55,086.53              |
| <b>Burnaby Tennis Club</b><br><br>* Blended rate - business/recreation                          | <ul style="list-style-type: none"> <li>• 302 members (148 Burnaby residents).</li> <li>• Free initiation for Burnaby residents.</li> <li>• 263 regular users (56% estimated Burnaby residents).</li> <li>• 13,131 annual participant visits (Indoor Bubble: Oct.-Apr.; Outdoor Season: May-Sept.).</li> <li>• Membership not required for some services.</li> <li>• Club is a feeder system with Parks and Recreation lessons. It works collaboratively to provide this service.</li> <li>• Lessons as well as court time to play are all accessible to the general public and a membership is not necessary to access these services.</li> <li>• Funding sources are membership dues, court usage fees and tournament income.</li> </ul>  | \$ 2,191.87               |

| SUBJECT<br>PROPERTIES   | MEMBERSHIP, USE & PARTICIPATION PROFILE   | TAX ESTIMATE<br>ON EXEMPTION |
|---|---|------------------------------|
| <b>Lotus Sports Club</b><br>Outrigger/Dragon<br>Boat & Voyageur<br>Paddling Club<br>- <b>Barnet</b><br><b>Texaco building 1/3</b><br><b>portion</b> | <ul style="list-style-type: none"> <li>• 108 members (77% Burnaby residents).</li> <li>• 1,043 users (60% estimated Burnaby residents).</li> <li>• 7,912 participant visits (26 weeks - high season;<br/>26 weeks - low season).</li> <li>• Membership or drop-in option for most services.</li> <li>• Age 14+ dragon boat programs, school programs,<br/>boating clinics, outrigger canoe programs and races;<br/>stand up paddle boarding, shoreline, club and park<br/>cleanups.</li> <li>• 32 members in SFU Paddling Program.</li> </ul> | \$ 9,392.41                  |
|   | <b>Tax Estimate on Exemption Total</b>  | <b>\$271,109.82</b>          |



|                            |             |
|----------------------------|-------------|
| Item.....                  | 5           |
| Director's Report No. .... | 6           |
| Meeting.....               | 2016 Jun 15 |

## COMMISSION REPORT

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

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

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

**RECOMMENDATIONS:**

1. **THAT** the expenditure of \$395,000 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 \$413,460 (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 nine 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>Eileen Dailly Pool – UV Disinfection System</b>   | <b>(DPY.0032)</b> | <b>\$20,000</b>  |
| Ultra Violet disinfection system for the whirlpool at Eileen Dailly Pool. Repayment of temporary funding from capital contingency.  |                   |                  |
| 2. <b>Parks Minor Development</b>   | <b>(DPW.0259)</b> | <b>\$150,000</b> |
| Minor capital replacement work at various park locations due to breakdowns, vandalism, or unanticipated capital repairs. Projects done in the past include irrigation systems and turf replacement. |                   |                  |
| 3. <b>Burnaby Mountain Golf Course</b>  | <b>(DPW.0251)</b> | <b>\$30,000</b>  |
| Tee area redevelopment and construction to improve a number of tee surfaces and first phase of development of forward tees on select holes.   |                   |                  |

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

.....Page 2

- |           |   |                   |                  |
|-----------|---|-------------------|------------------|
| <b>4.</b> | <b>Burnaby Mountain Golf Course</b>   | <b>(DPW.0243)</b> | <b>\$10,000</b>  |
|           | Landscape design and construction to develop congested areas for playability and safety from golf balls in traffic areas.                           |                   |                  |
| <b>5.</b> | <b>Burnaby Mountain Golf Course</b>   | <b>(DPY.0072)</b> | <b>\$25,000</b>  |
|           | Security system cameras and communication equipment replacement/ additions to add security and tee time control.                                    |                   |                  |
| <b>6.</b> | <b>Burnaby Mountain Golf Course</b>   | <b>(DPX.0110)</b> | <b>\$25,000</b>  |
|           | Washroom replacement of fixtures.   |                   |                  |
| <b>7.</b> | <b>Riverway Golf Course</b>   | <b>(DPW.0243)</b> | <b>\$10,000</b>  |
|           | Landscape design and construction to develop congested areas for playability and safety from golf balls in traffic areas.                           |                   |                  |
| <b>8.</b> | <b>Riverway Golf Course</b>   | <b>(DPY.0072)</b> | <b>\$25,000</b>  |
|           | Security system cameras and communication equipment replacement/ additions to add security and tee time control.                                    |                   |                  |
| <b>9.</b> | <b>Cultural Services Equipment</b>  | <b>(DPY.0064)</b> | <b>\$100,000</b> |
|           | Replacement of cultural services equipment including audio/visual devices, display units, mannequins, plinths, radios, tents and maintenance tools. |                   |                  |

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 \$413,460 (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 June - Parks, Recreation & Cultural Services Capital Funding Bylaw.docx

Copied to: Director Finance  
 City Solicitor