



PARKS, RECREATION AND CULTURE COMMISSION

NOTICE OF OPEN MEETING

DATE: WEDNESDAY, 2016 SEPTEMBER 21

TIME: 7:00 PM

PLACE: Council Chambers, Burnaby City Hall

A G E N D A

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1. <u>CALL TO ORDER</u>	
2. <u>MINUTES</u>	
a) Open meeting of 2016 July 20	1
3. <u>CORRESPONDENCE</u>	
a) Deputy City Clerk Re: Request for Portable Toilet New Business, Council July 25	8
4. <u>DIRECTORS REPORT</u>	
a) Director's Report No. 8 2016 September 21	10
i) Community Commission Meeting Schedule - 2017 Commission Meeting Schedule - 2017	11
ii) Licence Agreement - Cliff Avenue United Football Club	16
5. <u>NEW BUSINESS</u>	
6. <u>INQUIRIES</u>	
7. <u>ADJOURNMENT</u>	



PARKS, RECREATION AND CULTURE COMMISSION MINUTES

Wednesday, 2016 July 20

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

1. CALL TO ORDER

PRESENT: Councillor Nick Volkow, Chair
Commissioner Karin Alzner
Commissioner James Jang
Commissioner Barbara Larkin
Commissioner Lance Matricardi
School Trustee Katrina Chen

ABSENT: Commissioner Karen Purdy
Councillor Anne Kang
Commissioner Lee Loftus
Commissioner Wayne Peppard

STAFF: Mr. Dave Ellenwood, Director Parks, Recreation & Cultural Services
Mr. Denis Nokony, Assistant Director - Cultural Services
Mr. Don Hunter, Assistant Director - Parks
Mr. David O'Connor, Assistant Director - Golf Operations
Mr. Craig Collis, Assistant Director – Recreation
Mr. Dean Pelletier, Manager - Business Operations
Mr. Johannes Schumann, Planner - Planning and Building
Ms. Kathryn Matts, Commission Secretary

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

MOVED BY COMMISSIONER MATRICARDI
SECONDED BY COUNCILLOR LARKIN

“THAT the Open Commission meeting do now convene.”

CARRIED UNANIMOUSLY

2. MINUTES

School Trustee Katrina Chen advised that School Trustee Baljinder Narang attended the Open Commission meeting of 2016 June 15 and should be added to the minutes.

MOVED BY COMMISSIONER LARKIN
SECONDED BY COMMISSIONER ALZNER

"THAT School Trustee Baljinder Narang be recorded as an attendee of the Open Commission meeting held on 2016 June 15."

CARRIED UNANIMOUSLY

MOVED BY COMMISSIONER LARKIN
SECONDED BY COMMISSIONER JANG

"THAT the minutes of the Open Commission meeting held on 2016 June 15 be now adopted."

CARRIED UNANIMOUSLY

3. DIRECTOR'S REPORT

- (a) The Director Parks, Recreation and Cultural Services submitted his Report No. 7, dated 2016 July 20, covering the following items listed as i-vii.

MOVED BY COMMISSIONER LARKIN
SECONDED BY COMMISSIONER MATRICARDI

"THAT the Director's Report be received."

CARRIED UNANIMOUSLY

(i) 2016 C.U.P.E. Carousel Free Ride Day

The Director Parks, Recreation and Cultural Services submitted a report to seek Commission approval for the Commission and C.U.P.E. Co-Sponsorship of a Free Day on the Carousel.

It was recommended:

1. THAT funds be allocated to co-sponsor with C.U.P.E Local 23 a free ride on Monday, 2016 September 05 at the Carousel at Burnaby Village Museum.
2. THAT a copy of this report be sent to C.U.P.E. Local 23.

MOVED BY COMMISSIONER ALZNER
SECONDED BY COMMISSIONER MATRICARDI

"THAT the two recommendations be approved."

CARRIED UNANIMOUSLY

(ii) 2016 July PRCS 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.

1. THAT the expenditure of \$543,000 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 \$568,375 (inclusive of GST) from Capital Reserves to finance these projects.

MOVED BY COMMISSIONER MATRICARDI
SECONDED BY COMMISSIONER LARKIN

"THAT the two recommendations be approved."

CARRIED UNANIMOUSLY

(iii) Demolition of Burnaby Lake Pavilion Grandstands – Capital Funding Bylaw

The Director Parks, Recreation and Cultural Services submitted a report requesting that Council be requested to bring down a bylaw to appropriate funds for the demolition of the Burnaby Lake Pavilion grandstand structure.

It was recommended:

1. THAT the expenditure of \$200,000 from the 2016 Annual Financial Plan for the demolition of the Burnaby Lake Pavilion grandstand structure be approved.
2. THAT Council be requested to bring down a bylaw to appropriate \$209,350 (inclusive of GST)

MOVED BY COMMISSIONER ALZNER
SECONDED BY COMMISSIONER JANG

"THAT the two recommendations be approved."

CARRIED UNANIMOUSLY

(iv) Capitol Hill Reservoir Park – Statutory Right of Way for Booster Station Hydro Service Upgrade (BC Hydro)

The Director Parks, Recreation and Cultural Services submitted a report to request approval to grant BC Hydro a statutory right-of-way for Booster Station Hydro Service Upgrade at the Capitol Hill Reservoir Park.

It was recommended:

1. THAT the siting of a British Columbia Hydro and Power Authority owned pad mounted transformer on city-owned park land within Capitol Hill Reservoir Park be authorized as outlined in this report.
2. THAT Council be requested to authorize the granting, execution and registration of a statutory right-of way over Lot 3, District Lot 189, Group 1, New Westminster District, Plan BCP10726 in favour of the British Columbia Hydro and Power Authority for the purpose of providing hydro-electric service in the form of a pad mounted transformer to the Capitol Hill Booster Pump Station as outlined in this report.

MOVED BY COMMISSIONER PEPPARD
SECONDED BY COMMISSIONER LARKIN

"THAT the two recommendations be approved."

CARRIED UNANIMOUSLY

Planning Staff requested that the report be tabled until the siting is authorized.

MOVED BY COMMISSIONER MATRICARDI
SECONDED BY COMMISSIONER ALZNER

"That this report be tabled."

CARRIED UNANIMOUSLY

(v) Willingdon Heights Park – Demolition of City-Owned Structure

The Director Parks, Recreation and Cultural Services submitted a report seeking approval for the demolition of the city-owned structure at 1440 Gilmore Avenue.

It was recommended:

1. THAT Council be requested to authorize the sale for moving or salvage or demolition of the structures, including all outbuildings and fences at 1440 Gilmore Avenue.

MOVED BY COMMISSIONER MATRICARDI
SECONDED BY COMMISSIONER ALZNER

"THAT the recommendation be approved."

CARRIED UNANIMOUSLY

(vi) Burnaby Fraser Foreshore Park – Proposed Fraser River Dyke Reach 8 Alignment and Public Consultation

The Director Parks, Recreation and Cultural Services submitted a report seeking approval for the proposed Public Open House to be held on 2016 September 13 at Riverway Golf Course, regarding the Fraser River Dyke Reach 8 within Burnaby Fraser Foreshore Park.

It was recommended:

1. THAT the alignment plan for the proposed Fraser River Dyke Reach 8 within Burnaby Fraser Foreshore Park be approved for presentation to the community for public review and comment at a Public Open House to be held from 4:00 pm to 8:00 pm on 2016 September 13 at Riverway Golf Course, as outlined in this report.

MOVED BY COMMISSIONER JANG
SECONDED BY COMMISSIONER MATRICARDI

"That the recommendation be approved."

CARRIED UNANIMOUSLY

(vii) Burnaby Firefighters Charitable Society – Request for Tournament Green Fee Waiver

The Director Parks, Recreation and Cultural Services submitted a report seeking co-sponsorship of the 2016 Burnaby Charity Golf Tournament. The Burnaby Firefighters Local 323 Charitable Society requested co-sponsor of the event with the Parks, Recreation and Culture Commission at Riverway Golf Course on 2016 September 14.

It was recommended:

1. THAT approval be given to the Burnaby Firefighters Charitable Society to co-sponsor the 2016 charity golf tournament with the Burnaby Parks, Recreation and Culture Commission at the Riverway Golf Course on Wednesday, September 14
2. THAT the Burnaby Firefighters Charitable Society be granted a fee waiver for all green fees.
3. THAT the proceeds of the 2016 charity golf tournament be contributed to a Commission sponsored program to benefit this community.
4. THAT a copy of this report be sent to Rob Lamoureux, President of the Burnaby Firefighters Charitable Society.

MOVED BY COMMISSIONER MATRICARDI
SECONDED BY COMMISSIONER ALZNER

"THAT the four recommendations be approved."

CARRIED UNANIMOUSLY

Staff noted that Burnaby Firefighters Charitable Society confirmed that they will be recognizing the City of Burnaby as a sponsor in all event materials.

5. NEW BUSINESS

There were no items raised under New Business.

6. INQUIRIES

There were no items raised under Inquiries.

7. ADJOURNMENT

MOVED BY COMMISSIONER JANG
SECONDED BY COMMISSIONER LARKIN

"THAT the Open Commission meeting do now adjourn."

CARRIED UNANIMOUSLY

The Open Commission meeting adjourned at 7:15 p.m.

Kathryn Matts
COMMISSION SECRETARY

Councillor Nick Volkow
CHAIR



City of
Burnaby

Office of the City Clerk

Commission Agenda
Date.....2016 Sept. 21
Correspondence.....(a)

3.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 AUGUST 02

FROM: DEPUTY CITY CLERK

FILE: 02410-20

**SUBJECT: REQUEST FOR PORTABLE TOILET
NEW BUSINESS, COUNCIL 2016 JULY 25**

Burnaby City Council, at the Open Council meeting held on 2016 July 25, adopted the following recommendation:

1. **THAT** Item (I) of the Council Correspondence Package be **REFERRED** to the Burnaby Parks Commission for consideration.

**Kate O'Connell
Deputy City Clerk**

KO:lc

Copied to: Director Parks, Recreation and Cultural Services

Raymond Beaton
 3812 Pentland Crt,
 Burnaby, B.C. V3N4L4

2016 July

SECTION 3 COUNCIL CORRESPONDENCE City Manager Deputy City Manager Dir. Engineering Dir. Parks, Rec. and Cultural Svcs
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To various recipients

Dear Sirs and Mesdames:

I am a renter at the North East Burnaby Community Association garden, adjacent to Stoney Creek School.

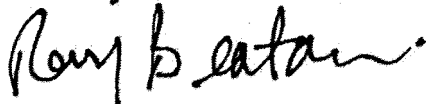
The message is not officially from the community garden.

Right beside the garden runs one of Burnaby's trails. When I am working in the garden, I see many walkers and bikers on this trail During the summer. There are often kids playing on the grounds of the school.

I would like you to consider a "Port a Potty" nearby for the use of travellers, players and walkers.

It would make it easier for gardeners to spend more time at the garden and I'm sure walkers and bikers would also find such a facility useful.

Sincerely



Raymond Beaton

Note:

Staff have confirmed that the referenced trail is located on the Stoney Creek Community School site, and have confirmed that PRCS do not maintain this trail over the school property. This request should therefore be referred to the Burnaby School District.

CITY OF BURNABY
PARKS, RECREATION AND CULTURAL SERVICES DEPARTMENT

DIRECTOR'S REPORT NO. 8, 2016

2016 SEPTEMBER 21

BURNABY PARKS, RECREATION AND CULTURE COMMISSION

Ladies and Gentlemen:

Your Director reports as follows:

<u>ITEM</u>	<u>DESCRIPTION</u>
1.	Community Commission Meeting Schedule – 2017 Commission Meeting Schedule – 2017
2.	Licence Agreement – Cliff Avenue United Football Club

Respectfully submitted,



DAVE ELLENWOOD
Director Parks, Recreation and Cultural Services

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Item	1
Director's Report No.....	8
Meeting	2016 Sep 21

COMMISSION REPORT

TO: CHAIR AND MEMBERS
PARKS, RECREATION & CULTURE COMMISSION

FROM: DIRECTOR PARKS, RECREATION AND CULTURAL SERVICES

SUBJECT: **COMMUNITY COMMISSION MEETING SCHEDULE – 2017**
COMMISSION MEETING SCHEDULE - 2017

RECOMMENDATION:

1. **THAT** approval be given for the 2017 Commission meeting schedule including the dates and locations for the Community Commission meetings.

REPORT

The proposed schedule for the 2017 Commission meetings is attached (Attachment #1) and includes the meetings that will be held in community locations.

A review of Community Commission meetings was undertaken in September 2000. The Parks and Recreation Commission confirmed at their meeting on 2000 September 20, that three meetings each year would take place in the community. Attachment #2 highlights the locations and dates of Community Commission meetings since 2000.

It is proposed that in 2017, the community meetings be held in the following locations:

February 15	Community Meeting – Confederation Community Centre
May 17	Community Meeting – Edmonds Community Centre
October 18	Community Meeting – Bonsor Recreation Complex

To: Parks, Recreation & Culture Commission
From: Director Parks, Recreation and Cultural Services
Re: COMMISSION MEETING SCHEDULE - 2017
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The meetings will continue to be advertised to the public, using the following:

- specific event advertising in local newspapers;
- Parks, Recreation & Cultural Services Leisure Guide (when timing of distribution is appropriate);
- notices in the departmental newspaper advertisements (when timing is appropriate);
- Parks, Recreation and Cultural Services Web Site;
- posters displayed in the meeting location;
- an information display in the meeting location, if a City facility; and
- letters to local community and school parent advisory groups.

Conclusion

It is recommended that the locations for Community Commission meetings for 2017 be approved as outlined in this report. It is further recommended that the schedule of Commission meetings for 2017 be approved as outlined in this report.



Dave Ellenwood
DIRECTOR PARKS, RECREATION AND CULTURAL SERVICES

KM:tc

Attachments

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Copied to: City Clerk

Attachment #1**PARKS, RECREATION AND CULTURE COMMISSION****MEETING SCHEDULE 2017**

January 18	
February 15	Community Meeting – Confederation Community Centre
March 15	
April 19	
May 17	Community Meeting – Edmonds Community Centre
June 21	
July 19	
No meeting in August	
September 20	
October 18	Community Meeting – Bonsor Recreation Complex
November 15	
December 13	

2017 Dates to Note:

Spring Break	March 13-24
BCRPA – Kelowna	April 05-07
Good Friday, Easter Monday	April 14-17
FCM – Ottawa	June 01-04
UBCM – Vancouver	Sept. 25-29

KM:tc

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PARKS, RECREATION AND CULTURE COMMISSION**COMMUNITY COMMISSION MEETINGS**

<u>2016</u>	February 17 May 18 October 19	Shadbolt Centre for the Arts Byrne Creek Secondary School Burnaby Mountain Golf Course
<u>2015</u>	February 18 May 20 October 21	Bill Copeland Sports Centre Cameron Recreation Centre Bonsor Recreation Centre
<u>2014</u>	February 19 May 21 October 15	Edmonds Community Centre Bonsor 55+ Centre Confederation Community Centre
<u>2013</u>	February 20 June 19 October 16	Bill Copeland Sports Centre Edmonds Community Centre Willingdon Community Centre
<u>2012</u>	March 14 May 16 October 17	Shadbolt Centre for the Arts Burnaby Lake Sports Complex-West Bonsor Recreation Complex
<u>2011</u>	February 16 May 19 October 20	Confederation Community Centre Burnaby Art Gallery University Highlands Elementary School
<u>2010</u>	February 10 May 19 October 20	Shadbolt Centre for the Art Alan Emmott Centre Bonsor Recreation Centre
<u>2009</u>	February 18 May 20 October 21	Cameron Centre Willingdon Centre Wesburn Centre
<u>2008</u>	February 20 May 07 October 15	Confederation Centre Bill Copeland Sports Centre Edmonds Centre

<u>2007</u>	February 21 May 16 October 17	Burnaby Lake Sports Complex West Bonsor Recreation Complex Willingdon Community Centre
<u>2006</u>	February 22 May 17 November 15	Eastburn Community Centre Lochdale Community School Burnaby Art Gallery
<u>2005</u>	February 22 May 17 October 19	Capitol Hill Hall Burnaby Village Museum Cariboo Hill Secondary School (cancelled due to job action)
<u>2004</u>	February 18 May 19 October 06	Confederation Community Centre Wesburn Community Centre Alan Emmott Centre
<u>2003</u>	February 19 May 21 October 15	Gilmore Community School The Gallery at Ceperley House Stride Community School
<u>2002</u>	February 20 May 15 October 16	Cameron Recreation Centre Bonsor Recreation Complex Shadbolt Centre for the Arts
<u>2001</u>	February 21 May 16 October 17	Edmonds Community Centre Burnaby Lake Sports Complex-West Willingdon Recreation Centre
<u>2000</u>	February 16 May 17 October 18	Bonsor Recreation Centre Confederation Centre Bill Copeland Centre

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Item	2
Director's Report No.	8
Meeting	2016 Sep 21

COMMISSION REPORT

TO: CHAIR AND MEMBERS
PARKS, RECREATION & CULTURE COMMISSION

FROM: DIRECTOR PARKS, RECREATION & CULTURAL SERVICES
File No: 09100-25

SUBJECT: LICENCE AGREEMENT – CLIFF AVENUE UNITED FOOTBALL CLUB

RECOMMENDATIONS:

1. **THAT** approval be given for staff to enter into a new licence agreement with the Cliff Avenue United Football Club to operate the clubhouse portion of the facility at the Kensington Fieldhouse 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 Ms. Karen Hum, Facility Administrator for the Club.

REPORT

Cliff Avenue United Football Club is the largest youth (boys and girls) soccer club in Burnaby. For the 2016/2017 season, there are over 2,100 registrants. Established in 1956, the Club currently occupies a clubhouse located at 6159 Curtis Street. This facility was constructed in 1995, and occupies the upper floor of the City owned facility. The facility is used by the Club to host regular meetings, coaching sessions and training along with team functions and tournaments. The facility is also rented out by the Club to the public for private and public functions. It is also used by other community youth groups such as Burnaby Karate. The modest rental program provides the Club a revenue source which contributes to the Club's operating budget, and helps to cover monthly operating expenses such as cleaning, heating and interior maintenance and improvements.

The City has had a licence agreement with the Cliff Avenue United Football Club since 1995. This agreement sets out operating conditions for the clubhouse at Kensington Fieldhouse and requires that the club pay the City \$250.00 per month for the licence to occupy the facility. The latest agreement expired on 2016 September 30. The Club has expressed interest in renewing the contract and that the existing terms and conditions remain.

To: Parks, Recreation & Culture Commission
 From: Director Parks, Recreation & Cultural Services
 Re: Cliff Avenue United Football Club Licence Agreement

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Over the past five years, the Club has been a good steward of the facility and invested the extra revenue generated from rentals to update the interior of the hall. These updates include renovations to the kitchen, bathrooms, storage room flooring, window coverings, fridge, tables and chairs. If renewed and typical operating revenues can be generated, the Club plans on continuing to upgrade and maintain the interior of the facility.

TERMS AND CONDITIONS FOR NEW AGREEMENT

The following summarizes the provisions to be included in a new agreement. All have been discussed in detail with the Club, who are in agreement:

1. Length of Term and Rate

- 5 years and one option to renew for a further 5 years.
- Licence rate of \$300.00 per month for the first 2 years. In the third, fourth and fifth year the licence fee will increase by a percentage equivalent to the consumer price index for Vancouver.
- Licence to be effective 2016 October 01

2. Club Responsibilities

- The Club is responsible for all janitorial, cleaning and sanitary conditions of licence area, as well as false alarm charges, as in the previous agreement.
- Interior improvements are the sole responsibility of the Club; approval to be granted by the Director for all improvements, with appropriate permits in place. All work to be completed in accordance with all legislation and bylaws
- Insurance and indemnity provisions to be maintained in accordance with current City standards.
- The Club shall be responsible for all of the heat, electricity, gas, telephone and other utility costs for the clubhouse portion of the building.
- The Club shall permit the City to use the facility for its Parks and Recreation Department programs from 9:00 a.m. to 5:00 p.m. provided that the premises are not then being used or previously rented by the Club.

3. City Responsibilities

The City is responsible for maintaining the exterior, roof, windows, doors, graffiti removal, structural components, boilers, heating and ventilation systems, garbage removal, and water and sewer charges (it is important to note that the City is typically responsible for these items with City owned buildings in Parks). The City is also responsible for the landscaping surrounding the facility and has recently addressed some minor deficiencies.

To: Parks, Recreation & Culture Commission
From: Director Parks, Recreation & Cultural Services
Re: Cliff Avenue United Football Club Licence Agreement

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In addition, the new agreement will continue to ensure that:

1. All rates for rental of the premises will be approved by the Director.
2. All net income received from operation of the premises shall continue to be used to make improvements to the premises or to assist and encourage sports associated with the Cliff Avenue United Football Club.
3. The Licensor will provide annually to the City, a copy of its membership list, operating statement and balance sheet duly certified by an auditor.

SUMMARY

The Cliff Avenue United Football Club continues to provide a service to the community, and is a valued supporter and community partner. It is recommended that the terms and conditions for a new licence to operate the clubhouse portion of the facility at the Kensington Fieldhouse be approved as outlined in the report.

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



Dave Ellenwood
DIRECTOR PARKS, RECREATION & CULTURAL SERVICES

DP:km

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Copied to: City Solicitor
Director Finance
Director Planning & Building