



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

### *NOTICE OF OPEN MEETING*

**DATE:** WEDNESDAY, 2017 FEBRUARY 15

**TIME:** 7:00 PM

**PLACE:** Confederation Community Centre

### **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 2017 January 18	1
<b>3.</b>	<b><u>CORRESPONDENCE</u></b>	
a)	Administrative Officer Re: "Burnaby Then and Now" Celebrating Burnaby 125 with Heritage Markers	8
<b>4.</b>	<b><u>DIRECTOR'S REPORTS</u></b>	
a)	Director's Report No. 2 2017 February 15	12
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5. **NEW BUSINESS**
6. **INQUIRIES**
7. **PUBLIC COMMENTS / QUESTIONS**
8. **ADJOURNMENT**



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

**Wednesday, 2017 January 18**

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, 2017 January 18 at 6:50 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 Lance Matricardi, Acting Chair  
 Commissioner Karin Alzner  
 Commissioner James Jang  
 Commissioner Barbara Larkin  
 Commissioner Lee Loftus  
 Commissioner Wayne Peppard  
 School Trustee Baljinder Narang

Absent: Councillor Anne Kang  
 Councillor Nick Volkow  
 Commissioner Karen Purdy

Staff: Mr. Dave Ellenwood, Director Parks, Recreation and 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  
 Ms. Heather Edwards, Manager – Parks Planning, Design & Development  
 Mr. Johannes Schumann, Sr. Current Planner – Planning and Building  
 Ms. Kathryn Matts, Commission Secretary  
 Ms. Theresa Cheng, Recording Secretary

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

**MOVED BY COMMISSIONER LOFTUS**  
**SECONDED BY COMMISSIONER LARKIN**

"THAT the 'Open' Commission meeting do now reconvene."

CARRIED UNANIMOUSLY

**2. MINUTES****(a) Open meeting of 2016 November 16**MOVED BY COMMISSIONER LOFTUSSECONDED BY COMMISSIONER LARKIN

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

CARRIED UNANIMOUSLY

**3. DELEGATION****(a) Spokesperson: Ann Talbot, President  
Burnaby and Regions Allotment Gardens Association  
Re: Membership, Activities and Benefits to Burnaby Citizen**MOVED BY COMMISSIONER LOFTUSSECONDED BY COMMISSIONER LARKIN

"THAT the delegation be heard."

CARRIED UNANIMOUSLY

**(a) Burnaby and Regions Allotment Gardens Association**

Ms. Ann Talbot, President, Burnaby and Regions Allotment Gardens Association (BARAGA), made a presentation on their mission, location, operation, garden plots, members, newsletter, community involvement and activities. They are the largest allotment garden in Canada and the second largest in North America. Ms. Talbot was appreciative of the resource provided by staff.

**4. CORRESPONDENCE**MOVED BY COMMISSIONER LARKINSECONDED BY COUNCILLOR JANG

"THAT the following items of correspondence be received."

CARRIED UNANIMOUSLY

**(a) Administrative Officer**  
**Re: Update on the Burnaby Invasive Species Management in Parks**

The Administrative Officer advised that Council received a report re: Update on the Burnaby Invasive Species Management in Parks and sent a copy of the report to the Parks, Recreation and Culture Commission for information.

**(b) Communities in Bloom**  
**Re: Invitation to Participate in 2017 National Edition of Communities in Bloom**

Mr. Bob Lewis, National Chair, Communities in Bloom, invites the City of Burnaby as a past national winner to participate in the 2017 National Edition of Communities in Bloom.

**5. DIRECTOR'S REPORT**

**(a) Director's Report No. 1**  
**2017 January 18**

The Director Parks, Recreation and Cultural Services submitted his Report No. 1, dated 2017 January 18, covering the following items listed i-vi.

MOVED BY COMMISSIONER LOFTUS  
SECONDED BY COMMISSIONER PEPPARD

"THAT the Director's Report be received."

CARRIED UNANIMOUSLY

**(i) 2017 Recognition Night**

The purpose of Recognition Night is to recognize the important contribution that the volunteer community groups add to the provision of parks, recreational and cultural programs and services in the city. The total budget for the 2017 Recognition Night is \$13,500.

It was recommended:

1. THAT approval be given to host Recognition Night on Friday, 2017 April 28 at the Riverway Golf Course Clubhouse.

MOVED BY COMMISSIONER LOFTUS  
SECONDED BY COMMISSIONER ALZNER

"THAT the recommendation be approved."

CARRIED UNANIMOUSLY

**(ii) Licence agreement between the City and the British Columbia Society of Model Engineers to operate and develop a scale model railway at Confederation Park**

The British Columbia Society of Model Engineers provides a valuable service to the community as well as a unique opportunity for residents and visitors alike. It has operated within the terms of the licence at the Confederation Park site since 1991. The last renewal term of the original licence agreement has expired. The proposed new licence is for a ten year period, 2017 January 01 to 2026 December 31.

It was recommended:

1. THAT approval be given for a new licence agreement with the British Columbia Society of Model Engineers for a term of ten years, commencing on 2017 January 01 and ending on 2026 December 31 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. Terry Anderson, President of the British Columbia Society of Model Engineers.

MOVED BY COMMISSIONER LOFTUS  
SECONDED BY COMMISSIONER PEPPARD

"THAT the three recommendations be approved."

CARRIED UNANIMOUSLY

**(iii) Burnaby Minor Lacrosse Club Fee Waiver Request - Jack Crosby Novice All Star Tournament**

Ms. Debbie Heard, Tournament Co-ordinator, requested that the facility rental fees for the use of three City arenas for this event be waived. The 32nd tournament is taking place 2017 July 06 to 09. Food Services revenue will assist in offsetting the impact of waiving the allotment fees of \$5,016.03. The additional staff cost of \$1,280.30 will be covered by the Burnaby Minor Lacrosse Club.

It was recommended:

1. THAT Burnaby Minor Lacrosse Club be granted a fee waiver for the use of Bill Copeland Sports Complex and Burnaby Lake and Kensington Arena for the 2017 Jack Crosby Novice All Star Tournament.
2. THAT a copy of this report be sent to Ms. Debbie Heard, Burnaby Minor Lacrosse Club Secretary (BMLC) and Jack Crosby Tournament Co-ordinator.

MOVED BY COMMISSIONER PEPPARD  
SECONDED BY COMMISSIONER LOFTUS

"THAT the two recommendations be approved."

CARRIED UNANIMOUSLY

**(iv) 2017 Complimentary Passes**

The Director Parks, Recreation and Cultural Services submitted a report outlining the list of people who are scheduled to receive Complimentary Passes in 2017.

It was recommended:

1. THAT the 2017 Complimentary Pass list be approved.

MOVED BY COMMISSIONER LOFTUS  
SECONDED BY COMMISSIONER JANG

"THAT the recommendation be approved."

CARRIED UNANIMOUSLY

**(v) Deer Lake Park - Demolition of City-owned Structure at 6320 Deer Lake Drive**

The interim rental property located at 6320 Deer Lake Drive became vacant. The house is the western most residential dwelling located on Deer Lake Drive, which also serves as the pedestrian loop trail around Deer Lake, a popular walking trail in Deer Lake Park.

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 6320 Deer Lake Drive.

MOVED BY COMMISSIONER PEPPARD  
SECONDED BY COMMISSIONER LARKIN

"THAT the recommendation be approved."

CARRIED UNANIMOUSLY

#### **(vi) 2017 January - Parks, Recreation & Cultural Services Capital Funding**

The 2017-2021 Provisional Financial Plan for Parks, Recreation and Cultural Services contains 24 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 \$3,005,000 from the 2017-2021 Provisional Financial Plan for the projects outlined in this report be approved.
2. THAT Council be requested to bring down a bylaw to appropriate \$3,145,420 (inclusive of GST) from Capital Reserves to finance these projects.

MOVED BY COMMISSIONER LOFTUS  
SECONDED BY COMMISSIONER PEPPARD

"THAT the two recommendations be approved."

CARRIED UNANIMOUSLY

#### **6. NEW BUSINESS**

The Commission received a request for the donation of green fees and tickets for the Blues Festival to the Burnaby Neighbourhood House for their Premier Annual Fundraising Event.

The Commission introduced the following motion:

MOVED BY COMMISSIONER PEPPARD  
SECONDED BY COMMISSIONER JANG

“THAT 4 golf passes to the Burnaby Mountain Golf Course, 4 golf passes to the Riverway Golf Course and 4 tickets to the Burnaby Blues Festival be given to the Burnaby Neighbourhood House for their Premier Annual Fundraising Event, the 13th Annual Diamond Ball Gala, on 2017 February 18.”

CARRIED UNANIMOUSLY

**7. INQUIRIES**

Commissioner Jang noted that the City of Vancouver was launching a pilot training program for Parks staff to engage people with autism and would forward the information to staff.

Commissioner Peppard advised that the World Taekwondo Junior Championships at Bill Copeland Sports Centre was a success and commended staff for their effort to support the event. It was suggested that a pedestrian overpass or walkway is required to move people from the Centre across Kensington Avenue.

**8. ADJOURNMENT**

MOVED BY COMMISSIONER LOFTUS  
SECONDED BY COMMISSIONER LARKIN

THAT the 'Open' Commission meeting do now adjourn.

CARRIED UNANIMOUSLY

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

\_\_\_\_\_  
Commissioner Lance Matricardi  
ACTING CHAIR

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Financial Management Committee  
c/o Office of the City Clerk

Commission Agenda
Date .....2017 Feb 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: 2017 January 31

FROM: ADMINISTRATIVE OFFICER

FILE: 2410-20

SUBJECT: "BURNABY THEN AND NOW"  
CELEBRATING BURNABY 125 WITH HERITAGE MARKERS  
(ITEM 6(H), FMC REPORT, COUNCIL 2017 JANUARY 30)

Burnaby City Council, at the Open Council meeting held on 2017 January 30, received the above noted report and adopted the following recommendations contained therein:

1. THAT Council approve expenditure not to exceed \$60,000 (including 5% GST) from the City's Gaming Fund to implement the Burnaby 125 Heritage Marker project, as outlined in this report.
2. THAT a copy of this report be sent to the Parks, Recreation and Culture Commission and the Community Heritage Commission for information purposes.

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

Blanka Zeinabova  
Administrative Officer

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

### NOTE

This is for the information of the Commission



Meeting 2017 January 30

COUNCIL REPORT

### **FINANCIAL MANAGEMENT COMMITTEE**

*HIS WORSHIP, THE MAYOR  
AND COUNCILLORS*

**SUBJECT: "BURNABY THEN AND NOW"  
CELEBRATING BURNABY 125 WITH HERITAGE MARKERS**

### **RECOMMENDATIONS:**

1. THAT Council approve expenditure not to exceed \$60,000 (including 5% GST) from the City's Gaming Fund to implement the Burnaby 125 Heritage Marker project, as outlined in this report.
2. THAT a copy of this report be sent to the Parks, Recreation and Culture Commission and the Community Heritage Commission for information purposes.

### **REPORT**

The Financial Management Committee, at its meeting held on 2017 January 25, received and adopted the attached report seeking Council's approval and funding for a project to celebrate the City's 125<sup>th</sup> anniversary, as outlined in this report.

Respectfully submitted,

Councillor D. Johnston  
Chair

Councillor C. Jordan  
Vice Chair

Councillor P. McDonell  
Member

Copied to:	City Manager Deputy City Manager Director Planning & Building Director Parks, Rec. & Cult. Services Director Finance
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Meeting 2017 Jan 25  
COMMITTEE REPORT

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**TO:** FINANCIAL MANAGEMENT COMMITTEE      **DATE:** 2017 January 19

**FROM:** DIRECTOR PLANNING AND BUILDING      **FILE:** 1650-20  
Reference: Burnaby 125

**SUBJECT:** "BURNABY THEN AND NOW"  
CELEBRATING BURNABY 125 WITH HERITAGE MARKERS

**PURPOSE:** To obtain Council approval and funding for a project to celebrate the City's 125<sup>th</sup> anniversary as outlined in this report.

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#### RECOMMENDATIONS:

1. **THAT** the Committee request Council approval for an expenditure not to exceed \$60,000.00 (including 5% GST) from the City's Gaming fund to implement the Burnaby 125 Heritage Marker project as outlined in this report; and
2. **THAT** a copy of this report be sent to the Parks, Recreation and Culture Commission and the Community Heritage Commission for information purposes.

### REPORT

#### 1.0 BACKGROUND

Arising from a discussion at its Open meeting held on 2016 October 19, the Financial Management Committee requested staff to prepare a proposal to initiate a project to install additional historic plaques around the City to commemorate the City's 125<sup>th</sup> anniversary. This initiative would serve to provide a legacy to mark this milestone event and provide additional opportunities for the public to learn about the City's rich history. This report outlines a proposal to develop a heritage interpretation program to create and install heritage markers around the City and seeks Council approval to implement and fund the project through the use of Gaming funds.

#### 2.0 BURNABY THEN AND NOW

Burnaby has a rich and diverse history spanning 125 years. Since its incorporation as a Municipality in 1892, the City has grown from a small rural, pioneer community to a vibrant urban centre. To celebrate Burnaby's 125<sup>th</sup> anniversary, it is proposed to create and install a series of heritage markers at key locations throughout the City. The theme for these markers, "Burnaby Then and Now", is intended to celebrate Burnaby's unique stories provided by local residents and would focus on five key themes:

- i) Working People – the lives of Burnaby citizens;
- ii) Taking a Stand – Collective action and advancing human rights;
- iii) Protecting the Environment – Waterways, green spaces and parks;

To: Financial Management Committee  
 From: Director Planning and Building  
 Re: Burnaby Then and Now –  
 Burnaby 125 Heritage Markers

2017 January 19..... Page 2

- iv) Celebrating Diversity – Multi-cultural Burnaby – all themes are past and present; and
- v) Urban Development – Transportation, urbanization and building a modern city.

The creation and installation of the proposed heritage markers would form part of a larger public engagement exercise conducted throughout the year, including collaboration and outreach with other community partners, including seniors' groups, neighborhood associations, historical groups and other community-based organizations. This project will be advanced as part of Burnaby Village Museum's existing heritage programs planned for 2017. After these stories are captured, they will be used to create permanent interpretive signs using the words of Burnaby people through quotes, photographs and stories. As each series of heritage markers are created, a final design and proposed civic locations will be shared with the Community Heritage Commission for their review and approval.

The project will be launched on 22 September 2017 as part of the Burnaby 'Neighborhood History Series' of the Burnaby Village Museum which runs until 11 November 2017. Finally, the stories, artifacts and photographs collected during the course of the project will be catalogued and digitized for inclusion on the Heritage Burnaby website with an online digital version of the installed heritage markers. Members of partner groups and the community would be invited to attend these presentations and encouraged to continue collaborating on gathering and sharing stories and information.

### 3.0 FINANCING

Council approval is sought for the use of Gaming funds not to exceed \$60,000.00 (inclusive of 5% GST) to implement the project. The use of Gaming funds for this project is consistent with Council guidelines to support heritage, cultural and environmental projects.

### 4.0 NEXT STEPS

The Burnaby 125 Heritage Marker project will provide a more complete and inclusive picture of Burnaby's history through local stories and historical images, and would complement the existing interpretive plaques and signs previously established under the City's ongoing Heritage Program. With the concurrence of the Committee and Council, staff will proceed to advance the project as outlined in this report with regular updates to the Community Heritage Commission and the Parks, Recreation and Culture Commission.

  
 Lou Pelletier, Director  
 PLANNING AND BUILDING

HL:sa

Copied to: City Manager  
 Deputy City Manager  
 City Clerk  
 Director Parks, Recreation and Cultural Services  
 Community Heritage Commission

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

DIRECTOR'S REPORT NO. 2, 2017

2017 FEBRUARY 09

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.	Burnaby Festival of Learning 2017
2.	Special Outdoor Events 2017
3.	Community Participation in Environmental Programs
4.	Licence Agreement Renewal – Burnaby and Region Allotment Gardens Association
5.	2017 February – Parks, Recreation and Cultural Services Capital Funding Bylaw

Respectfully submitted,



DAVE ELLENWOOD  
Director Parks, Recreation and Cultural Services

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Director's Report No. ....	2
Meeting.....	2017 Feb 15

## COMMISSION REPORT

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

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

**SUBJECT: BURNABY FESTIVAL OF LEARNING 2017**

**RECOMMENDATIONS:**

1. **THAT** the Parks, Recreation & Culture Commission support, in principle, the partnership between Simon Fraser University as outlined in Attachment #1, subject to a more detailed identification and review of the availability of venues and other in-kind support that would be required.
2. **THAT** staff report back to the Commission seeking final approval once the event plan is completed.

**REPORT**Background

In 2016, the City of Burnaby and Simon Fraser University with leadership from the Burnaby Public Library and participation from School District #41 held the inaugural Burnaby Festival of Learning (BFOL). Modelled after a similar festival in Cork, Ireland which has run for 10 years, the Festival is a weeklong celebration of learning with events designated to inform, engage and spark creative conversations between diverse audiences.

In its first year, the Burnaby Festival of Learning included 68 free events and showcased performances, lectures, discussions and debates joining the University's strong history of research and dialogue with the City's diversity in community programming. All events were free and audiences included children, families, young adults and seniors.

To: Parks, Recreation & Culture Commission  
From: Director Parks, Recreation & Cultural Services  
Re: BURNABY FESTIVAL OF LEARNING 2017  
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### Burnaby Festival of Learning 2017

Simon Fraser University is proposing to create the 2nd Burnaby Festival of Learning in 2017. Attachment #1 includes information on what is envisioned for the Festival. Similar to last year, the proposal indicates that the key objective of the Festival would be to ensure that events are accessible in terms of cost, subject matter, and venue locations. For this reason, emphasis will be put on offering no-cost access to events that are varied, fun and conveniently located across civic and university spaces.

The proposal includes the formation of a steering committee which would have representation from City staff from Parks, Recreation and Cultural Services and the Burnaby Public Library along with staff from the University. The committee would work toward developing an event plan for consideration by the City and the University, which identifies potential venues and in-kind services required. Specifically, this may include:

- i) City sponsorship of events, including coordination, presentation and waiving of event fees.
- ii) In-kind contribution of City venue fees for SFU sponsored events.
- iii) In-kind contribution of advertising on City amenities.

SFU will provide a Project Manager and the overall marketing and promotion of the Festival of Learning as part of the initiative.

It is recommended that the Commission authorize the Department staff to participate on the steering committee for the Festival of Learning and to again support in principle the proposed partnership with Simon Fraser University as outlined in Attachment #1, subject to a more detailed identification and review of the availability of venues and other in-kind support that would be required. Staff will report back with more specific requests for support once the steering committee has more fully identified what is required over the coming months.



Dave Ellenwood  
DIRECTOR PARKS, RECREATION & CULTURAL SERVICES

MI:tc

Attachment

p:\admin\tc\data\wp\MI\Burnaby Festival of Learning 2017



**SIMON FRASER UNIVERSITY**  
ENGAGING THE WORLD

## **Burnaby Festival of Learning 2017**

### **Proposal to the City of Burnaby, Parks, Recreation and Culture Commission and City Council**

#### **1. Background on Burnaby Learning Festival**

In 2016, the City of Burnaby and Simon Fraser University with leadership from the Burnaby Public Library and participation from School District #41 held the inaugural Burnaby Festival of Learning (BFOL). Modelled after a similar festival in Cork Ireland which has run for 10 years, the Festival is a weeklong celebration of learning with events designed to inform, engage and spark creative conversations between diverse audiences.

In its first year, the Burnaby Festival of Learning was a week-long celebration of learning with 68 free events intended to inform, engage and spark creative conversations between diverse audiences. Capping SFU's 50th Anniversary celebrations, the Festival showcased performances, lectures, discussions and debates joining the University's strong history of research and dialogue with the City's diversity in community programming. All events were free and audiences included children, families, young adults and seniors.

The 2016 Festival offered a strong program celebrating learning and community engagement in Burnaby and strengthened the partnership between SFU and the City of Burnaby.

In 2016 the Burnaby Festival of Learning occurred from May 1 – May 7. It was anchored by two large established events:

- The Rhododendron Festival (City of Burnaby – May 1<sup>st</sup>)
- Science Rendezvous (SFU – May 7<sup>th</sup>)

The full program of events included a combination of pre-existing and newly created events with overall branding and promotion provided by the Festival.

Program themes and sample events included:

- Arts & Culture
  - Beresford Avenue Art Walk
  - Faculty of Communication, Art and Technology Student Showcase
  - Our Modern Medieval: Looking at the Song of Ice and Fire as Contemporary Medievalism
- Children & Youth
  - Play To Learn
  - Science Rendezvous
  - School District #41 activities @ SFU
- Science, Health & Nature

- Bugs & Bodies: An Introduction to Forensic Entomology
- International Day of Astronomy
- Mutants & Monsters: the Scientific Basis Behind Their Science Fiction Depictions
- Politics, Life & Society
  - Skywalking through Burnaby: A Tour of Town Centres on Rail
  - Introduction to Zoroastrianism and Buddhism
  - Philosopher's Cafe: 50 Cafes for 50 Years
- Technology
  - Coding for Kids
  - Analog Petting Zoo
  - Tap & Learn: Beer Education and Tasting

Over fifty events were offered with many occurring within City of Burnaby facilities including Cameron Community Centre, all four branches of the Burnaby Public Library, the Burnaby Village Museum, the Burnaby Art Gallery and the Shadbolt Centre for the Arts. Many of these events were part of regular and seasonal programming and therefore, they had very little impact on available space and did not significantly displace patrons of ongoing City programs.

A strong foundation has been laid for future Festivals. For a full recap of the Burnaby Festival of Learning 2016, please refer to the Final Report.

## 2. Proposed Burnaby Festival of Learning in 2017

We would like to propose to do a 2<sup>nd</sup> Burnaby Festival of Learning in 2017. Below is an initial outline of the intended goals, organizational structure and funding based on the learnings of the inaugural event.

The goals of the BFOL 2017 would be to:

- a. Celebrate the relationship between SFU and the City of Burnaby and strengthen partnerships between the SFU and Burnaby communities.
- b. Showcase the many opportunities SFU and the City of Burnaby offer for learning and community engagement.
- c. Engage the community of Burnaby by promoting learning events at both City locations and Simon Fraser University
- d. Showcase achievements by featuring world-class scholars speaking in community settings
- e. Showcase the wide variety of events presented by City of Burnaby institutions
- f. Include both newly created and organized events that can be included
- g. Increase visibility and promotion of programming by marketing under the umbrella of the Festival
- h. Deepen market penetration by cross-promoting events
- i. Increase audience and scope of discussions and create an archival record of events using social media tools such as *SFU Live*, YouTube and other social media.

## 3. Target Audience

- a. Total target audience of 5,000 or more

- b. Many small events with fewer than 50 attendees, some mid-sized, and at least one large event
- c. All will be welcome, with a focus on Burnaby citizens, both those not currently involved with the City or University; and those who are, for example patrons/members of Burnaby libraries, museum, art galleries, archives and community centres, and SFU alumni and students.
- d. All ages and community within Burnaby, with specific events geared towards families, young adults, children, seniors and cultural communities.
- e. Events that appeal to Burnaby's diverse community and the large number of new Canadians that have made Burnaby their home.

#### 4. Organizational Structure and Roles

- a. City and University Departments/Institutions
  - I. Plan, fund and present individual events, either newly developed or existing
  - II. Communicate with Steering Committee and Event and Marketing Coordinator on program, schedule and marketing
- b. Steering Committee
  - I. Composed of ten members from departments offering Festival events, equally divided between University and City who represent their departments and propose events
  - II. Communicate and coordinate with all stakeholders; co-operate and ensure equality in decision-making
  - III. Provide input into branding and marketing
  - IV. Approve overall program and schedule
  - V. Co-chairs: TBD; possibly representatives from the Burnaby Public Library and SFU's Office of Community Engagement
    - Direct Event and Marketing Coordinator
    - Liaise with University and City administration
- c. Event and Marketing Coordinator
  - I. Coordinates Festival including administrative and operational details
  - II. Facilitates and records communication between Steering Committee members and other stakeholders
  - III. Compiles event ideas and drafts program and schedule
  - IV. Coordinates and implements marketing and promotion
- d. Administrative Host
  - I. SFU will support the Event and Marketing Coordinator and overall marketing, and host website

#### 5. Marketing and Promotion

- a. SFU and the Project Manager, in consultation with the City of Burnaby marketing department, will promote the Festival by:
  - I. Being stewards of the Festival logo and brand package
  - II. Managing and updating the Festival website with a calendar of events, locations, speaker biographies, blog posts, social media feed
  - III. Producing promotional materials, e.g. posters, postcards, print adds
  - IV. Producing a printed Festival program
  - V. Informing the media with press releases, key messaging, media kit

**6. Evaluation**

- a. Collect and compile statistics on participation
- b. Survey event participants on impact, marketing, prior participation in City or University events; and likelihood of future participation

**7. Funding**

- a. SFU will fund an Events and Marketing Coordinator and the overall marketing and promotion of the Festival of Learning (budget of up to \$100,000 is confirmed)
- b. Funding Request to the City of Burnaby:
  - I. Staff involvement on the Steering Committee, including approximately 10 meetings over 10 months
    - Members include Burnaby Art Gallery; Village Museum; Shadbolt Centre; Parks, Recreation and Cultural Services; and Public Library
    - Support for City sponsored events, including coordination, presentation, and waiving of event fees
    - In-kind contribution of City venue fees for SFU sponsored events
    - In-kind contribution of advertising on City amenities (billboards, screens, etc.)



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Director's Report No. ....	2
Meeting.....	2017 Feb 15

## COMMISSION REPORT

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

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

**SUBJECT: SPECIAL OUTDOOR EVENTS 2017**

**RECOMMENDATIONS:**

1. **THAT** approval be granted for up to 10 outdoor events at Deer Lake Park Festival Lawn between 2017 May 01 and 2017 September 30, and up to 15 special events at Swangard Stadium between 2017 April 01 and 2017 November 01.
2. **THAT** this report be forwarded to Council for approval.

**REPORT**

Every year special events are planned at two signature outdoor venues in Burnaby. Concerts and festivals for Deer Lake Festival Lawn and special events at Swangard Stadium where amplified sound is involved are regulated by numbers and frequency. Regular scheduled events such as smaller gatherings and sporting matches occur year round as well.

This report is to secure preliminary approval for up to 10 outdoor events at Deer Lake Festival Lawn between 2017 May 01 and 2017 September 30, and up to 15 special events at Swangard Stadium between 2017 April 01 and 2017 November 01. The Deer Lake Festival Lawn events include the annual Symphony in the Park, Burnaby Blues and Roots Festival and up to 8 ticketed concerts hosted by outside organizers and/or community groups. The events at Swangard Stadium will include Burnaby Celebrates Canada Day, the annual European Festival, and up to 13 other special events.

This is consistent with past practices and with the provision of the relevant municipal bylaws (Burnaby Noise and Sound Abatement Bylaw #1979 Amendment No.12066; Section 2.). Staff will continue to manage the venue locations professionally to ensure all events and festivals are well organized and of high quality and standards.

To: Parks, Recreation & Culture Commission  
From: Director Parks, Recreation & Cultural Services  
Re: Special Outdoor Events 2017

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Commission approval is requested at this time for the 2017 season and it is recommended that this report be advanced to Council for approval.

A handwritten signature in black ink that reads "D. Ellenwood". The signature is fluid and cursive, with the first letter of each word being capitalized and prominent.

Dave Ellenwood  
DIRECTOR PARKS, RECREATION & CULTURAL SERVICES

DE:sj:tc  
p:\admin\tc\data\wp\dn\Special Outdoor Events 2017

Copied to: City Manager



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## COMMISSION REPORT

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

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

**SUBJECT: COMMUNITY PARTICIPATION IN ENVIRONMENTAL PROGRAMS**

**RECOMMENDATION:**

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

**REPORT****BACKGROUND**

City of Burnaby staff and CUPE Local 23, in co-operation with local stream keeper groups, neighbourhood groups and community groups have supported annual stream and neighbourhood clean-ups as well as other restoration activities over the past number of years. These community events often coincide with an opportunity for environmental grant funding, an annual environmental campaign such as Earth Day, Environment Week, Rivers Day or TD Friends of the Environment Tree Days.

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

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

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

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## DISCUSSION

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

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

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

## SUMMARY

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



Dave Ellenwood  
 DIRECTOR PARKS, RECREATION & CULTURAL SERVICES

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Attachment

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

Eagle Streamkeepers Salmon Release	-	April 08
Great Salmon Send-off	-	May 13
Environment Week	-	May 27 – June 11
World River's Day	-	Last Sunday in September
Earth Day	-	April 22
Great Canadian Shoreline Clean-up	-	Ongoing
Arbour Day	-	Variable across Canada
Waste Reduction Week	-	Third Week in October

**Location Based Activities**

Burnaby Streamkeepers Groups	-	Ongoing
Burnaby Mountain Biking Association	-	April 01 – October 22 (4 events)
Deer Lake BCIT activities	-	Ongoing
Evergreen Still Creek Corridor	-	Ongoing
Lower Mainland Green Team	-	Ongoing

**Neighbourhood Clean-Ups**

Kingsway/Imperial Neighbourhood Association	-	May 13
Edmonds Business and Community Association	-	May 06 – Oct 07
SE Community Coordinator working with EPIC	-	Ongoing
Windsor Elementary School	-	April 20

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## COMMISSION REPORT

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

**FROM:** DIRECTOR PARKS, RECREATION & CULTURAL SERVICES      **FILE:** 09100-25

**SUBJECT:** LICENCE AGREEMENT RENEWAL - BURNABY AND REGION  
ALLOTMENT GARDENS ASSOCIATION

**RECOMMENDATIONS:**

1. **THAT** approval be granted for the renewal of the licence agreement with Burnaby and Region Allotment Gardens Association.
2. **THAT** Council be requested to concur.
3. **THAT** a copy of this report be sent to Ann Talbot, President of the Burnaby and Regional Allotment Gardens Association.

**REPORT**

The Burnaby and Region Allotment Gardens Association (BARAGA) is a non-profit, volunteer association that manages 372 garden plots located on 14 acres of City owned, urban agricultural land in an area east of Meadow Avenue and north of 14<sup>th</sup> Avenue in the Big Bend area of Burnaby as shown on the attached map (Attachment #1). The agreement for the operation of the allotment garden expired on 2016 November 30.

The BARAGA garden plots are well utilized by Burnaby Residents. Burnaby Residents make up the majority of the current membership and on average 20 - 25 vacant allotments are re-issued to waitlisted Burnaby residents each year.

BARAGA is a valued community partner that provides a variety of education programs and gardening opportunities for the community. By partnering with other local community groups such as Burnaby Neighborhood House they extend their gardening expertise and practices to others in the community. The fresh vegetables and fruit grown are a source of nutrition to the allotment holders, their families, members of the community and also to clients of the Food Bank. Assisted by volunteers from the membership, BARAGA has a weekly pick-up from the Food Bank's Community Angels program during the growing season. Approximately 2,200 lbs. of produce grown at the site last year was donated to the food bank.

To: Parks, Recreation & Culture Commission  
From: Director Parks, Recreation and Cultural Services  
Re: LICENCE AGREEMENT RENEWAL - BURNABY AND  
REGION ALLOTMENT GARDENS ASSOCIATION  
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Gardening provides a unique opportunity for community engagement, social interaction and has gained in popularity within the last few years. The Association holds community picnics, volunteer work parties, and maintains common areas within the site to encourage members to meet socially.

The recommended terms and conditions include:

1. A new agreement will be for the period commencing 2017 February 01, ending on 2022 January 31.
2. Reports on plot allocations (name of individual and address) are to continue to be provided to the Parks, Recreation & Cultural Services Department annually by October 31.
3. Numbers of individuals on wait lists (both Burnaby and non-Burnaby) are to be provided to the Parks, Recreation & Cultural Services Department annually by October 31.
4. That the lands are cultivated in a proper manner according to accepted agricultural practices, and following Municipal guidelines for the use of pesticides on public land. Any construction or site development is subject to the City's approval(s).
5. That Comprehensive General Liability Insurance coverage be reviewed annually and provided to meet the approval of the City of Burnaby's Risk Manager.

The Burnaby and Region Allotment Garden Association offers a valuable community service. It is therefore recommended that approval be given for the renewal of the licence agreement, with the terms and conditions as outlined in the report.



Dave Ellenwood  
DIRECTOR PARKS, RECREATION AND CULTURAL SERVICES

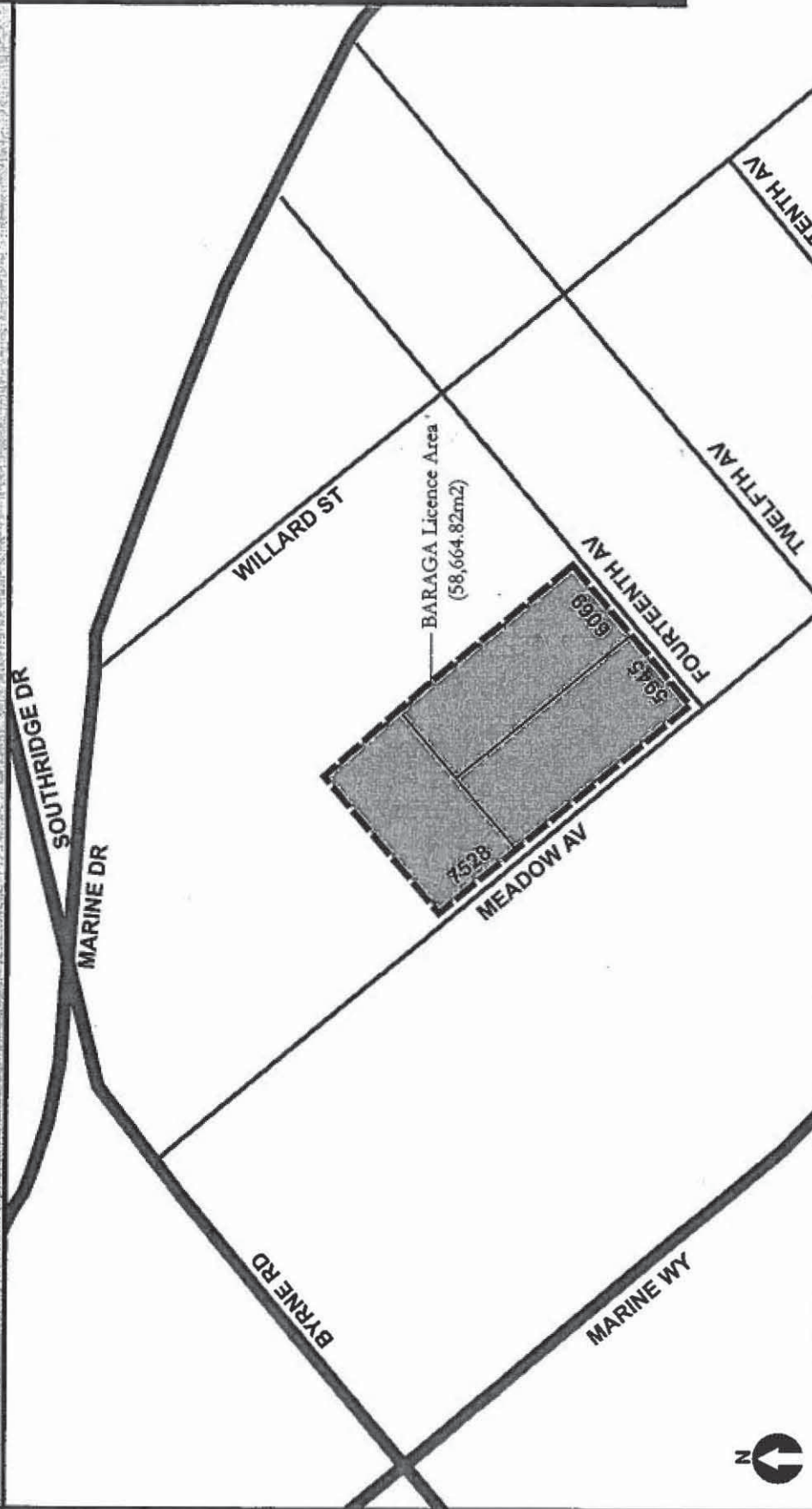
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Attachment

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Director Finance  
Risk Manager

# Burnaby & Region Allotment Gardens Association (BARAGA) Licence Area



## LEGAL DESCRIPTIONS:

7528 Meadow Ave PIN: 003-362-485 Lot 78, District Lot 155A Group 1, NWP 67510 Area: 18,017.35m <sup>2</sup>	5945 Fourteenth Ave PIN: 012-050-326 Lot 6, District Lot 155A Group 1, NWP 1249 Area: 20,389.31m <sup>2</sup>	6069 Fourteenth Ave PIN: 003-362-451 Lot 81, District Lot 155A Group 1, NWP 67510 Area: 20,258.16m <sup>2</sup>
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## COMMISSION REPORT

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

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

**SUBJECT:** 2017 FEBRUARY - PARKS, RECREATION & CULTURAL SERVICES  
CAPITAL FUNDING BYLAW

## RECOMMENDATIONS:

1. **THAT** the expenditure of \$1,220,000 from the 2017-2021 Provisional Financial Plan for the projects outlined in this report be approved.
2. **THAT** Council be requested to bring down a bylaw to appropriate \$1,277,010 (inclusive of GST) from Capital Reserves to finance these projects.

## REPORT

The 2017-2021 Provisional Financial Plan for Parks, Recreation and Cultural Services contains the following 8 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 Theatre Equipment Upgrades</b>  | <b>(DPX.0148)</b> | <b>\$50,000</b>  |
| Annual upgrades to replace older high-consumption lighting equipment with more energy efficient and versatile LED technology and audio component updates to enhance customer service.  |                   |                  |
| 2. <b>Recreation Centre Equipment</b>  | <b>(DPY.0084)</b> | <b>\$300,000</b> |
| Facility improvements and new/replacement equipment are required annually for the maintenance and enhancement of recreation facilities and services. Expenditures include sound systems, arena equipment, tables and chairs, reception counter upgrades, lobby furniture, lockers, aquatic handicap lifts and program equipment. Life expectancies are variable depending on wear and tear, technological advancement and patron expectations. |                   |                  |

To: Parks, Recreation & Culture Commission  
 From: Director Parks, Recreation & Cultural Services  
 Re: 2017 February Parks, Recreation & Cultural  
 Services Capital Funding Bylaw

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|---|-------------------|------------------|
| <b>3. Burnaby Mountain Conservation Area</b>  | <b>(DPW.0228)</b> | <b>\$200,000</b> |
| Continued development of the trail system to include safety improvements, slope grading, riparian work and the extension and widening of trails.  |                   |                  |
| <b>4. Playground Upgrades to CSA Standards</b>  | <b>(DPW.0229)</b> | <b>\$160,000</b> |
| Equipment replacement due to wood preservative and lead paint on equipment installed 15-plus years ago at Westsells Park, Lochdale Park, Ledingham Park and various other locations.  |                   |                  |
| <b>5. Park Fencing and Support Structures</b>   | <b>(DPW.0230)</b> | <b>\$150,000</b> |
| Fencing replacement for park and playfield fences, Included this year are Kensington Park, Riverway Fields, Willingdon Park and a few small sites.  |                   |                  |
| <b>6. Picnic Tables and Benches</b>   | <b>(DPW.0233)</b> | <b>\$100,000</b> |
| Replacement program and addition of picnic tables and benches at popular picnic sites. (Central Park, Wesburn Park, Fraser Forshore Park and Barnet Beach). Older tables at various sites replaced with concrete tables to reduce vandalism graffiti and possibility of fire due to barbeque use. |                   |                  |
| <b>7. Tennis Courts</b>   | <b>(DPW.0204)</b> | <b>\$185,000</b> |
| Resurfacing, fencing, gates, benches and net replacements as required. Sites requiring work for 2017 include Squint Lake Park and Kensington Park.  |                   |                  |
| <b>8. Minor Equipment</b>   | <b>(DPY.0058)</b> | <b>\$75,000</b>  |
| Purchase of the annual replacement of small mowers, weed eaters, leaf blowers, power saws, small turf attachments and janitorial equipment.   |                   |                  |

Sufficient Capital Reserves are available to complete the above projects in the 2017-2021 Provisional Financial Plan. It is recommended that Council be requested to bring down a bylaw to appropriate \$1,277,010 (inclusive of GST) from Capital Reserves to finance these projects.

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Re: 2017 February Parks, Recreation & Cultural  
Services Capital Funding Bylaw

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DaveEllenwood  
DIRECTOR PARKS, RECREATION & CULTURAL SERVICES

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