



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

### *NOTICE OF OPEN MEETING*

**DATE: WEDNESDAY, 2017 DECEMBER 13**

**TIME: 7:00 PM**

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

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

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

**Wednesday, 2017 November 15**

An 'Open' meeting of the Parks, Recreation and Culture Commission was held in the Council Committee Room, City Hall, 4949 Canada Way, Burnaby, B.C. on Wednesday, 2017 November 15 at 6:45 p.m. followed immediately by a 'Closed' meeting from which the public was excluded. At the conclusion of the 'Closed' meeting, the 'Open' meeting was reconvened at 7:00 p.m. in the Council Chambers.

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

**PRESENT:** Commissioner Lance Matricardi, Acting Chair  
 Commissioner Karin Alzner  
 Commissioner Guyle Clark  
 Commissioner James Jang  
 Commissioner Barbara Larkin  
 Commissioner Lee Loftus  
 Commissioner Dan Staschuk  
 School Trustee Baljinder Narang

**ABSENT:** Councillor Dan Johnston  
 Councillor Paul McDonell

**STAFF:** Mr. Dave Ellenwood, Director Parks, Recreation & Cultural Services  
 Mr. Craig Collis, Assistant Director - Recreation  
 Mr. David O'Connor, Assistant Director - Golf Operations  
 Mr. Denis Nokony, Assistant Director - Cultural Services  
 Ms. Heather Edwards, Manager – Parks Planning, Design & Development  
 Mr. Dean Pelletier, Manager - Business Operations  
 Mr. Johannes Schumann, Senior Current Planner - Planning & 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 STASCHUK**

"THAT the Open Commission meeting do now reconvene."

**CARRIED UNANIMOUSLY**

The Open Commission meeting reconvened in the Council Chambers.

2. **MINUTES**

a) **Open Minutes of 2017 October 18**

MOVED BY COMMISSIONER LARKIN  
SECONDED BY COMMISSIONER JANG

"THAT the minutes of the Open Commission meeting held on 2017 October 18 be now adopted."

CARRIED UNANIMOUSLY

3. **DELEGATIONS**

MOVED BY COMMISSIONER JANG  
SECONDED BY COMMISSIONER CLARK

"THAT the delegations be heard."

CARRIED UNANIMOUSLY

a) **Spokespersons: Teena Martin, Wendy Cormack & Maria Anna Parolin**  
**Burnaby Arts Council**  
**Subject: Year in Review and Operating Funds**

A video presentation was made which highlighted many of the year's activities organized by the Burnaby Arts Council. Ms. Martin advised that the Burnaby Arts Council has created a broad range of arts and culture programs and activities for all ages. These were made through some 3,000 volunteer hours of high school students and various community members. Exhibitions, artists' talks and workshops, etc. at the Deer Lake Art Gallery drew 7,000 visitors. A new on-line membership administration system has been established. The 2017 and 2018 programming and engagement plans and budget were presented. They expect an expansion in their capacity and budget in 2018.

The Chair thanked Ms. Martin for the presentation.

b) **Spokespersons: Gaetan Royer, Fred Soofi and Soudeh Jamshidian**  
**Human Rights Park Society**  
**Subject: Human Rights Park**

Mr. Royer introduced the Human Rights Park Society and their directors at the meeting. The Human Rights Park Society has received the support of Amnesty International Canada and an offer for a formal partnership with them. The Society's vision is to create a beautiful park for human rights. They are looking at the Burnaby Mountain Conservation Area or the Barnet Marine Park as they are easily accessible with amenities in place. Their plan for the Human Rights Park would see 200 sculptures and works of art with interpretation signs placed over a 10 year period. The sculptures and works of art will be funded by donation and sponsorship.

Mr. Soofi advised that he operates a restaurant at Simon Fraser University. They will fund raise to build the Human Rights Park in Barnet Marine Park. The park will be unique and educational. Burnaby is a progressive city and a perfect place for the park.

Ms. Jamshidian advised that the proposed Human Rights Park will create an opportunity for people around the globe to share their experience.

The Chair thanked Mr. Royer, Mr. Soofi and Ms. Jamshidian for their presentation.

#### 4. **CORRESPONDENCE**

MOVED BY COMMISSIONER STASCHUK  
SECONDED BY COMMISSIONER LOFTUS

"THAT the following items of correspondence be received."

CARRIED UNANIMOUSLY

##### **a) Administrative Officer** **Re: South Burnaby Ice Arena Project**

The Administrative Officer advised that Council received a report re: South Burnaby Ice Arena Project and forwarded a copy of the report to the Parks, Recreation and Culture Commission for information.

##### **b) Charlford House Society for Women** **Appreciation of Donation**

Ms. Nicole Fisher, Fundraising & Events Manager, Charlford House Society for Women, thanked the Parks, Recreation and Culture Commission for donating a silent auction item for fundraising.

**5. DIRECTOR'S REPORT****a) Director's Report No. 10  
2017 November 15**

The Director Parks, Recreation and Cultural Services submitted his Report No. 10, dated 2017 November 15, covering the following items listed i - vi.

MOVED BY COMMISSIONER LOFTUS  
SECONDED BY COMMISSIONER STASCHUK

"THAT the Director's Report be received."

CARRIED UNANIMOUSLY

**i) Outdoor Ice Skating and Tobogganing 2017**

The Director Parks, Recreation and Cultural Services informed the Commission that since 1979 the Commission has endorsed a policy not to encourage ice skating on Deer Lake, Burnaby Lake, Central Park ponds, Burnaby Mountain Golf Course ponds or tobogganing on Burnaby Mountain. All appropriate signs will be posted until 2018 March 02.

It was recommended:

1. THAT this report be received for information purposes.

MOVED BY COMMISSIONER LOFTUS  
SECONDED BY COMMISSIONER STASCHUK

"THAT the recommendation be adopted."

CARRIED UNANIMOUSLY

**ii) Burnaby Christmas Bureau Promotional Support 2017**

The Director Parks, Recreation and Cultural Services submitted a report to seek Commission and Council approval for a donation of revenue from the Burnaby Village Museum Carousel ride sales from 4 p.m. to 9 p.m. on 2017 December 02 to the Burnaby Christmas Bureau.

It was recommended:

1. THAT approval be granted for a promotional initiative in support of the Burnaby Christmas Bureau at the Burnaby Village Museum at Heritage Christmas 2017 as outlined in this report.
2. THAT approval be granted to donate revenue from the Burnaby Village Museum Carousel ride sales from 4 p.m. to 9 p.m. on Saturday, 2017 December 02 to the Burnaby Christmas Bureau.
3. THAT Council be asked to concur.
4. THAT Mr. Stephen D'Souza, Executive Director of the Burnaby Christmas Bureau, be so advised.

MOVED BY COMMISSIONER LARKIN  
SECONDED BY COMMISSIONER CLARK

"THAT the four recommendations be adopted."

CARRIED UNANIMOUSLY

### **iii) Fee Reduction Request by Pacific Spirit Quilter's Guild**

The Pacific Spirit Quilter's Guild requested a fee reduction for the meetings in the Discovery Room at the Burnaby Village Museum. For a 3.5 hr. meeting including tax and liability insurance, the public rate for the room is \$211.89 while the non-profit rate charged to the Guild is \$176.50, a significant rate reduction. It is not possible to approve all fee reduction requests from many groups which provide a valuable service to the community.

It was recommended:

1. THAT a request from the Pacific Spirit Quilter's Guild, for a fee reduction for meetings that take place in the Discovery Room at Burnaby Village Museum, be denied.
2. THAT a copy of this report be sent to Jean Beaton, Pacific Spirit Quilter's Guild.

MOVED BY COMMISSIONER STASCHUK  
SECONDED BY COMMISSIONER LOFTUS

"THAT the two recommendations be adopted."

CARRIED UNANIMOUSLY

**iv) Lotus Sports Club Licence Agreement Renewal**

The Lotus Sports Club is a recreational and competitive boating club based at Barnet Marine Park in Burnaby. They have been operating from the City owned Texaco building for several years, and have had a licence agreement since 2005. The previous three-year agreement has expired. The Club continues to be a conscientious and responsible occupant and provides boating opportunities for Burnaby residents. This agreement will allow them to continue their use of the facility until the planning process determines future park usage.

It was recommended:

1. THAT approval be granted to renew a licence agreement with the Lotus Sports Club to occupy a portion of the Texaco warehouse building for an additional three year term beginning 2017 December 01 and ending on 2020 November 30 under the terms and conditions outlined in this report.
2. THAT Council be requested to approve the renewal of the licence agreement with the Lotus Sports Club for the Texaco warehouse building as outlined in this report.
3. THAT the City Solicitor be authorized to execute a lease agreement with the Lotus Sports Club for the Texaco warehouse building as outlined in this report.
4. THAT a copy of this report be sent to Mr. Daniel Chan, President of the Lotus Sports Club.

MOVED BY COMMISSIONER LARKIN  
SECONDED BY COMMISSIONER JANG

"THAT the four recommendations be adopted."

CARRIED UNANIMOUSLY

**v) 2017 Parks, Recreation and Cultural Services Transfer of Donations/Sponsorship Funds to Reserve**

The Presenting Burnaby Parks Gift Program has been successful in providing new and replacement opportunities of benches, picnic tables, drinking fountains and trees throughout our park system. Donors are able to make contributions to various programs or areas such as youth or seniors as well as make a donation as a memorial. In addition, Parks, Recreation and Cultural Services receive sponsorship amounts for various events. In most cases, sponsorship agreements stipulate that funds in excess of current year expenditures may be used for future year events.

It was recommended:

1. THAT a transfer to Parks, Recreation and Cultural Services operating reserves of \$58,644.96 in donations be approved for use in future years.

MOVED BY COMMISSIONER LOFTUS  
SECONDED BY COMMISSIONER LARKIN

“THAT the recommendation be adopted.”

CARRIED UNANIMOUSLY

#### **vi) Security at Recreation Facilities**

In the spring of this year, Commission received information of two separate incidents of theft at Edmonds Community Centre and the parties involved requested reviews and updates of security at the centre. The report provided Commission with an update on the thefts at Edmonds Community Centre and theft prevention measures.

It was recommended:

1. THAT Commission receive this report for information.
2. THAT a copy of this report be sent to Mrs. Rona Wang and Mr. Shan Wang, and Mr. James Bud and Ms. Savithri Soorga.

MOVED BY COMMISSIONER CLARK  
SECONDED BY COMMISSIONER LOFTUS

“THAT the two recommendations be adopted.”

CARRIED UNANIMOUSLY

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

Commissioner Clark encouraged Commissioners to attend Burnaby Art Gallery's Exhibition Opening on November 16 from 7 p.m. to 9 p.m. Works of Sylvia Tait, West Coast artist, will be exhibited.

Commissioner Larkin showed a copy of the “A-List Burnaby 2017 – A guide to a few of your favourite things” insert that had appeared in the Burnaby Now newspaper. Burnaby Parks were listed in quite a few and Commissioner Larkin was delighted to see the parks are being enjoyed and appreciated.

**7. INQUIRIES**

There were no items raised under Inquiries.

**8. ADJOURNMENT**

MOVED BY COMMISSIONER ALZNER  
SECONDED BY COMMISSIONER STASCHUK

“THAT the Open Commission meeting do now adjourn.”

CARRIED UNANIMOUSLY

The Open Commission meeting adjourned at 8:13 p.m.

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

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

tc

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**RECEIVED**  
Parks, Recreation & Cultural Services

DEC 06 2017

<b>Commission Agenda</b> Date ..... 2017 Dec 13 Correspondence .....(a)
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December 2, 2017

City of Burnaby - Parks, Recreation & Cultural Services  
 Attention: Mr. Dave Ellenwood  
 Suite 101 – 4946 Canada Way  
 Burnaby BC V5G 4H7

Dear Mr. Ellenwood,

**Re: JACK CROSBY NOVICE ALL - STAR TOURNAMENT 2018**

The Jack Crosby Novice All-Star Tournament Committee and the Burnaby Minor Lacrosse Club would like to thank the City of Burnaby for their continued support over the many years of this premiere minor lacrosse event.

This coming year marks the 33rd Annual Jack Crosby All-Star Tournament and will take place July 5, 6, 7, and 8, 2018 at the Bill Copeland, Burnaby Lake and Kensington arenas. Teams from Calgary, Vancouver Island, the BC Interior and Oakville, Ontario have already contacted us to reserve spots in our 2018 tournament.

We kindly request that Burnaby Parks and Recreation Cultural Services consider waving the Arena Time Allotment Fees for the 2018 event as you have so graciously done in previous years. As our tournament has grown in popularity over the past few years we will require floor time on Bill Copeland, Burnaby Lake and Kensington (minimal) to cover the number of games in the tournament.

We also would like to thank the concession for having chicken strips and fries on the menu for the past tournaments and hope that such can be done again for the 2018 Tournament as we believe they sold very well and made many kids happy.

Thank you for your time and consideration.

Sincerely,

Susan Kirkby  
 BMLC Vice President/Registrar

**NOTE**

A report on this subject will be submitted at a future meeting



## Parkinson Society British Columbia

www.parkinson.bc.ca

890 West Pender Street, Suite 600, Vancouver, BC V6C 1J9 • Tel: 604.662.3240 • Fax: 604.687.1327 • Toll free (Canada and US): 1.800.668.3330

### Commission Agenda

Date .....2017 Dec 13

Correspondence .....(b)

Kathryn Matts, Commission Secretary  
Parks Administration Department  
#101 – 4946 Canada Way, Burnaby, BC  
V5G 4H7

Dear Ms. Matts:

**Re: Parkinson Society British Columbia Support Group – Waiver of fee**

I am writing on behalf of the support group that currently holds its monthly meeting at Confederation Park Community Centre every second Monday from 1 to 3 pm. The group has been meeting there for many years with attendance of approximately 20 people. As Parkinson's is a progressive disease, this number changes from time to time.

Over the past few months, the Confederation Seniors' Association and the Confederation Centre staff became aware that they had no rental agreement with the Parkinson Society Support group and that neither group was collecting any rent from the support group. Subsequently, they approached the volunteer facilitator of the group to request that the group or the Society begin paying a rental fee.

The Society operates 50 groups across the province. Most of them do not pay a fee to the community centre, church or other facility where they hold their meetings. Those that do are larger groups and pass around the hat at each meeting. The Society does not pay for these costs as each group is set up to run as a somewhat independent body. (Please see the attached excerpt from our Society bylaws governing support groups).

The rent Confederation Park requires is \$199.21 for two hours and not affordable for the 20 people who attend, mainly low income seniors, many with disability caused by their Parkinson's disease. An option is to find another location. However, both the Centre staff and the Seniors' Association view the group as providing a worthy service and important to those people with Parkinson's disease who attend. They have indicated that waiver of the rental fee is in the hands of the City of Burnaby Parks Recreation and Culture Commission.

On behalf of the Parkinson's support group, I am requesting the Commission waive this monthly rental fee so that the support group can continue to hold its monthly meetings at Confederation Park Community Centre.

Thank you for your consideration.

Sincerely,

Jean Blake, CEO

### NOTE

A report on this subject will be submitted at a future meeting

cc. Bonnie Danielize, CSA President; Francis Sykora, Confederation Centre Supervisor, Linda Dawson, Volunteer facilitator, Parkinson Society Support Group

*You are not alone. We are here to help.*

Charitable Registration No. 11880 1240 RR0001

# EXCERPT FROM PSBC BYLAWS GOVERNING SUPPORT GROUPS

## 5.0 SUPPORT GROUPS, COMMITTEES AND ADVISORY BOARDS

**5.1 Appointment and Removal** – The Board may, by resolution, appoint members to committees or advisory boards on such terms as the Board sees fit. The Board may, by resolution, remove members from committees or advisory boards as the Board sees fit.

**5.2** A committee or advisory board so formed in the exercise of the powers so delegated shall conform to any rules that may from time to time be imposed on it by the Board, and shall report every act or thing done in exercise of those powers to the Board.

**5.3 Support Groups** – Members who wish to form a local Support Group affiliated with the Society may apply to the Board or the Board's designate and upon acceptance by the Board or designate, form a Support Group of the Society. The Board may, by resolution, cease affiliation with any Support Group as the Board sees fit.

**5.4** The Board will, at its discretion, provide assistance to Support Groups, including:

- a. the development and provision of Support Group programming;
- b. training for Support Group leaders;
- c. access to the Society's library and educational resources, including resource manual, newsletters, and conferences;
- d. provision of literature for distribution in the community;
- e. the referral of members of the public to local Support Groups as appropriate.

**5.5** Each Support Group shall:

- a. provide a local presence for the Society in the community;
- b. manage its own affairs on a not-for-profit basis;
- c. hold meetings offering information and support to individuals with Parkinson's disease and their loved ones;
- d. distribute only literature and information supplied by the Society or approved by the Board or the Board's designate;
- e. survey its members for information and feedback on the Society's programming as requested and report the results of this survey to the Board from time to time;

- f. provide the Society with reports, including Support Group membership lists, for statistical purposes; and
- g. include contact information for the Society, the Society's logo, and the statement that the Support Group is "A partner of the Parkinson Society British Columbia" on all marketing materials produced by the Support Group.

**5.6 Expenses** – Members of support groups, committees or advisory boards shall serve as such without remuneration and no member shall directly or indirectly receive any profit from such a position.

**5.7** A member of a committee or advisory board may be reimbursed for all expenses necessarily and reasonably incurred by that member while engaged in the affairs of the Society.

**5.8** Support Groups (and their members) will not be ordinarily reimbursed for expenses but may, on application to the Board and at the Board's sole discretion, be reimbursed for extra-ordinary expenses incurred in the course of providing local programming in furtherance of the Society's Constitution and Bylaws. Support Groups should seek the Board's approval for such reimbursement in writing and in advance of incurring the expense.

**5.9 Procedure** – Unless otherwise determined by the Board, each Support Group, committee and advisory board shall have the power to fix its quorum at not less than a majority of its members, to elect its own chair, and to regulate its procedures.

**5.10** A committee or advisory board's first order of business shall be to draft its own Terms of Reference and work plan for submission to and approval by the Board. A Support Group that intends business other than that set out in section 5.5 shall also draft its own Terms of Reference and work plan for submission to and approval by the Board.

**5.11** A committee, advisory board, or Support Group so formed shall conform to any rules imposed on it by the Board, abide by the Bylaws and its Terms of Reference, and report every act or thing done in exercise of those powers at the earliest meeting of the Board held after the act or thing has done.

CITY OF BURNABY  
PARKS, RECREATION AND CULTURAL SERVICES DEPARTMENT

DIRECTOR'S REPORT NO. 11, 2017

2017 DECEMBER 07

BURNABY PARKS, RECREATION AND CULTURE COMMISSION

Ladies and Gentlemen:

Your Director reports as follows:

<u>ITEM</u>	<u>DESCRIPTION</u>
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- |    |                             |
|----|-----------------------------|
| 1. | Special Outdoor Events 2018 |
|----|-----------------------------|

Respectfully submitted,



DAVE ELLENWOOD  
Director Parks, Recreation and Cultural Services



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## COMMISSION REPORT

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

**FROM:** DIRECTOR PARKS, RECREATION & CULTURAL SERVICES      **FILE:** 66000-01

**SUBJECT: SPECIAL OUTDOOR EVENTS 2018**

**PURPOSE:** To request approval for special outdoor events in 2018.

**RECOMMENDATIONS:**

1. **THAT** approval be granted for up to 12 outdoor events at Deer Lake Park Festival Lawn between 2018 May 01 and 2018 September 30, and up to 15 special events at Swangard Stadium between 2018 April 01 and 2018 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. The concerts and festivals for Deer Lake Festival Lawn and the 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 12 outdoor events at Deer Lake Park Festival Lawn between 2018 May 01 and 2018 September 30, and up to 15 special events at Swangard Stadium between 2018 April 01 and 2018 November 01. The Deer Lake Festival Lawn events will include the City's annual Symphony in the Park, the Burnaby Blues and Roots Festival and up to 10 ticketed concerts hosted by outside organizers and/or community groups at the Festival Lawn. Events at Swangard Stadium will include "Burnaby Celebrates Canada Day" and the annual "European Festival", and up to 13 other special events.

To: Parks, Recreation & Culture Commission  
From: Director Parks, Recreation & Cultural Services  
Re: Special Outdoor Events 2018

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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.

Commission approval is requested at this time for the 2018 season and it is recommended that this report be advanced to City Council for approval.



Dave Ellenwood  
DIRECTOR PARKS, RECREATION & CULTURAL SERVICES

DN:dj:tc  
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Copied to: City Manager