



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

### *NOTICE OF OPEN MEETING*

**DATE:** WEDNESDAY, 2018 FEBRUARY 28

**TIME:** 7:00 P.M.

**PLACE:** BILL COPELAND SPORTS CENTRE, LOBBY  
3676 KENSINGTON AVENUE

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

- |   | <b><u>PAGE</u></b> |
|---|--------------------|
| <b>1. <u>CALL TO ORDER</u></b>  |                    |
| <b>2. <u>CONFIRMATION OF CHAIR</u></b>  |                    |
| a) Confirmation of Chair 2018   |                    |
| <b>3. <u>ELECTION OF DEPUTY CHAIR</u></b>   |                    |
| a) Election of Deputy Chair 2018  |                    |
| <b>4. <u>APPOINTMENT OF COMMISSION SECRETARY</u></b>  |                    |
| a) Appointment of Commission Secretary 2018   |                    |
| <b>5. <u>MINUTES</u></b>  |                    |
| a) Open meeting of 2018 January 17  | 1                  |
| <b>6. <u>DELEGATIONS</u></b>  |                    |
| a) Ms. Nancy Small<br>Tourism Burnaby<br>Re: 2018 Juno Cup                                  | 8                  |
| <b>7. <u>CORRESPONDENCE</u></b>   |                    |
| a) Montecito Elementary School Parents Advisory Council<br>Re: Playground Development Grant | 9                  |

b)	Cameron Elementary School Parents Advisory Council Re: Playground Development Grant	13
c)	City Clerk Re: Metro Vancouver Regional Parks Service	19
8.	<b><u>REPORTS</u></b>	
a)	2018 Committee and Liaison Member Appointments	34
9.	<b><u>DIRECTOR'S REPORTS</u></b>	
a)	Director's Report No. 2 2018 February 28	35
i)	Playground Development Grant Requests from Cameron Elementary School and Montecito Elementary School	36
ii)	Central Park Horseshoe Pitching Club Licence Agreement Renewal	40
iii)	Bylaw to Fund Byrne Creek Artificial Sportsfield Replacement	42
iv)	2018 February - Parks, Recreation and Cultural Services Capital Funding Bylaw	45
10.	<b><u>NEW BUSINESS</u></b>	
11.	<b><u>INQUIRIES</u></b>	
12.	<b><u>PUBLIC COMMENT / QUESTION PERIOD</u></b>	
a)	Public Comment/Question Period	
13.	<b><u>ADJOURNMENT</u></b>	



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

**Wednesday, 2018 January 17**

An 'Open' meeting of the Parks, Recreation and Culture Commission was held in the Council Chambers, Burnaby City Hall, 4949 Canada Way, Burnaby, B.C. on Wednesday, 2018 January 17 at 7:00 p.m.

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

**PRESENT:** Councillor Paul McDonell, Chair  
 Commissioner Karin Alzner  
 Commissioner Guyle Clark  
 Commissioner James Jang  
 Councillor Dan Johnston  
 Commissioner Barbara Larkin  
 Commissioner Lance Matricardi, Deputy Chair  
 School Trustee Baljinder Narang

**ABSENT:** Commissioner Lee Loftus  
 Commissioner Dan Staschuk

**STAFF:** Mr. Dave Ellenwood, Director Parks, Recreation & Cultural Services  
 Mr. Craig Collis, Assistant Director - Recreation  
 Mr. Don Hunter, Assistant Director - Parks  
 Mr. David O'Connor, Assistant Director - Golf Operations  
 Mr. Denis Nokony, Assistant Director - Cultural Services  
 Ms. Heather Edwards, Manager – Parks Planning, Design & Dev.  
 Mr. Dean Pelletier, Manager - Business Operations  
 Mr. Johannes Schumann, Sr. Current Planner - Planning & Building  
 Ms. Kathryn Matts, Commission Secretary  
 Ms. Theresa Cheng, Recording Secretary

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

**MOVED BY COMMISSIONER MATRICARDI**  
**SECONDED BY COUNCILLOR JOHNSTON**

"THAT the Open Commission meeting do now convene."

**CARRIED UNANIMOUSLY**

The Open Commission meeting convened in the Council Chambers.

## 2. **MINUTES**

### a) **Open Minutes of 2017 December 13**

MOVED BY COMMISSIONER LARKIN  
SECONDED BY COUNCILLOR JOHNSTON

“THAT the minutes of the Open Commission meeting held on 2017 December 13 be now adopted.”

CARRIED UNANIMOUSLY

## 3. **CORRESPONDENCE**

MOVED BY COMMISSIONER JANG  
SECONDED BY COMMISSIONER LARKIN

“THAT the following items of correspondence be received.”

CARRIED UNANIMOUSLY

### a) **City Clerk** **Re: Burnaby 125|Canada 150 Celebrations**

The City Clerk advised that Council received a report re: Burnaby125/Canada 150 Celebrations and sent a copy to the Parks, Recreation and Culture Commission for information.

### b) **City Clerk** **Re: Rezoning Series, Item #12, Rez. Ref. #17-10010** **Portion of 3883 Imperial Street (5989 Patterson Avenue)**

The City Clerk advised that Council received a report re: Rezoning Series, Item #12, Rez. Ref. #17-10010, Portion of 3883 Imperial Street (5989 Patterson Avenue) and sent a copy of the report to the Parks, Recreation and Culture Commission for information.



- c) **Burnaby Glens District, Girl Guides of Canada**  
**Re: Appreciation of Donation for the Fundraising Auction at Holly Tea and Fair**

The Co-ordinators of Holly Tea and Fair, Burnaby Glens District, Girl Guides of Canada, expressed appreciation of the contribution of passes for their fund raising auction.

4. **DIRECTOR'S REPORT**

- a) **Director's Report No. 1**  
**2018 January 17**

The Director Parks, Recreation and Cultural Services submitted his Report No. 1, dated 2018 January 17, covering the following items.

MOVED BY COUNCILLOR JOHNSTON  
SECONDED BY COMMISSIONER JANG

"THAT the Director's Report be received."

CARRIED UNANIMOUSLY

- i) **2018 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 event is popular with Burnaby's community organizations. The total budget for the 2018 Recognition Night is \$13,500.

It was recommended:

1. THAT approval be given to host Recognition Night on Friday, 2018 April 20 at the Riverway Golf Course Clubhouse.

MOVED BY COMMISSIONER MATRICARDI  
SECONDED BY COUNCILLOR JOHNSTON

"THAT the recommendation be adopted."

CARRIED UNANIMOUSLY

**ii) Burnaby Minor Lacrosse Club Fee Waiver Request – Jack Crosby Novice All Star Tournament**

Ms. Susan Kirkby, Vice President and Registrar, Burnaby Minor Lacrosse Club, requested that the facility rental fees for the use of three City arenas for this event be waived. The 33rd annual tournament is taking place 2018 July 05 to 08. Food Services revenue will assist in offsetting the impact of waiving the allotment cost of \$5,321.51. The additional staff cost of \$1,365.37 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, Burnaby Lake Arena and Kensington Arena for the 2018 Jack Crosby Novice All Star Tournament.
2. THAT a copy of this report be sent to Ms. Susan Kirkby, Burnaby Minor Lacrosse Club (BMLC) Vice President and Registrar.

MOVED BY COMMISSIONER LARKIN  
SECONDED BY COUNCILLOR JOHNSTON

“THAT the two recommendations be adopted.”

CARRIED UNANIMOUSLY

**iii) 2018 January - Parks, Recreation And Cultural Services Capital Funding Bylaw**

The 2017-2021 Financial Plan for Parks, Recreation and Cultural Services contains 23 projects to be funded from Capital Reserves. To enable work to go ahead on the projects, approval is requested to bring down a bylaw for funding.

It was recommended:

1. THAT Parks, Recreation and Culture Commission recommend Council authorize the City Solicitor to bring forward a Capital Reserve Fund Bylaw in the amount of \$3,584,000 to finance the projects outlined in this report.

MOVED BY COUNCILLOR JOHNSTON  
SECONDED BY COMMISSIONER CLARK

“THAT the recommendation be approved.”

CARRIED UNANIMOUSLY

**iv) 2018 January - Parks, Recreation and Cultural Services Gaming Fund Projects**

The report requested that Gaming Reserves be approved to finance two projects. The expenditures for these projects will be included in the 2018-2022 Financial Plan.

It was recommended:

1. THAT the Parks, Recreation and Culture Commission recommend the Financial Management Committee authorize the use of Gaming Reserves in the amount of \$125,000 to finance the projects outlined in this report.

MOVED BY COUNCILLOR JOHNSTON  
SECONDED BY COMMISSIONER LARKIN

"THAT the recommendation be approved."

CARRIED UNANIMOUSLY

**v) New Year Resolution Draw Prizes**

Staff created an initiative for patrons to make New Year's resolutions or goals to assist in their plans to lead a healthy lifestyle and to help patrons reach their goals in a fun and supportive manner, while promoting the facilities and services of the centres.

It was recommended:

1. THAT approval be given to provide five sets of three personal training packages as draw prizes for a new goal setting initiative at each of our Recreation Centres.

MOVED BY COMMISSIONER CLARK  
SECONDED BY COUNCILLOR JOHNSTON

"THAT the recommendation be approved."

CARRIED UNANIMOUSLY

**5. NEW BUSINESS**

MOVED BY COMMISSIONER LARKIN  
SECONDED BY COUNCILLOR JOHNSTON

"THAT all Parks, Recreation and Culture Commissioners be nominated to attend the British Columbia Recreation and Parks Association's 2018 Symposium in Vancouver from April 30 to May 02."

CARRIED UNANIMOUSLY

**6. INQUIRIES**

Commissioner Matricardi commended staff for organizing the successful Heritage Christmas at Burnaby Village Museum. The event was sponsored by Concord Pacific Developments Inc. and was enjoyed by many people.

Commissioner Alzner expressed appreciation of the pictures posted on Instagram in the "#celebrateburnaby Photo Gallery" as part of the Burnaby 125 | 150 Celebrations. The RCMP's Musical Ride at Swangard Stadium was outstanding. Staff were commended for their good work. Commissioner Alzner, Chair of the Burnaby Sports Hall of Fame, extended an invitation to everyone to attend the Induction Banquet on 2018 February 22 at the Burnaby Firefighters' Hall.

The Chair commended Commissioner Alzner on the well organized Burnaby Sports Hall of Fame Induction Banquet.

Commissioner Clark advised that the Burnaby Art Gallery will hold the first Season Opening Reception for new exhibitions of work by Molly Lamb Bobak and Julie McIntyre on 2018 January 18. The "Pat Quinn Classic" tournament held by the Burnaby Minor Hockey Association was attended by members of Council and the Commission as well as the School Trustee Liaison.

**7. ADJOURNMENT**

MOVED BY COMMISSIONER MATRICARDI  
SECONDED BY COUNCILLOR JOHNSTON

"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 Paul McDonell  
CHAIR

tc

p:\admin\clerical\staff\Agenda\minutes plus\180117\open minutes 2018 Jan 17

## Commission Agenda

Date .....2018 Feb 28

Delegations .....(a)

January 11, 2018

Parks, Recreation & Culture Commission  
 The City of Burnaby  
 Burnaby, BC  
 4949 Canada Way  
 Burnaby, BC  
 V5G 1M2

I would like to formally request to appear as a delegation at an upcoming meeting to deliver an update to the Commission on a very exciting event that will be held in Burnaby – the 2018 Juno Cup.

Nancy Small (Executive Director) will do the presentation. :

We respectfully request the date of **Wednesday, Feb 28, 2018** for this presentation.

Sincerely,

Nancy Small  
 Executive Director  
[nsmall@tourismburnaby.com](mailto:nsmall@tourismburnaby.com)  
 604-828-5536 (mobile)

# **MONTecITO** Elementary School

2176 DUTHIE AVENUE, BURNABY, B.C. V5A 2S2 (604)296-9023 FAX (604)296-9068

City of Burnaby's Parks, Recreation and Culture Commission  
c/o , Kathryn Matts , Commission Secretary  
#101-4946 Canada Way  
Burnaby, BC, V5G 4H7

## Commission Agenda

Date ..... 2018 Feb 28  
Correspondence .....(a)

**RE: City of Burnaby Parks, Recreation and Cultural Services Playground Grants**

December 7, 2017

Dear Ms. Matts,

The parents of the Montecito Elementary PAC, with the permission of Burnaby School District, would like to apply for the City of Burnaby's Parks, Recreation and Cultural Services Playground Grant of \$4000 for construction of an outdoor classroom.

In consultation with the administration and staff at Montecito Elementary, it was determined that an outdoor classroom would greatly benefit the school community. The staff conveyed that having an outdoor area suitable for discussions and learning would benefit their students immensely. Many teachers are bringing the students outside for projects and activities to foster the new curriculum. As well in the warmer months, the temperature becomes quite hot in certain classrooms. The outdoor classroom can provide a necessary relief for those students and teachers.

The community surrounding Montecito Elementary will also benefit from a gathering place that blends in with the natural surroundings of the park. The Montecito Elementary PAC annually hosts a community event that invites community groups to explore the multicultural diversity of Burnaby. This event is held both inside the school and on the school grounds. The outdoor classroom area would integrate well with activities such as "our drumming circle" that has taken place every year at this event.

The outdoor space would be accessible to the public. As a group, we want to have the community benefit from having this space. We have also considered public access in selecting our preferred design. We feel the materials chosen will resist vandalism thereby providing a lasting benefit for everyone.

For your review, I have attached photos of an existing outdoor classroom located at South Slope Elementary. This is the design we would like to emulate at Montecito Elementary school adjacent to Montecito Park. Our Principal, Mrs. Kimmie has been in touch with South Slope's Principal and they have offered us assistance in planning our outdoor classroom budget. Our budget for this project is \$12,000. Our organization has been fundraising for several years for an outdoor area. We have raised and set aside \$8000 for this project. We hope to have the project completed in 2018 with the City's support.

## NOTE

Item 1 of the Director's Report refers to this matter

We appreciate your time and hope you consider our project worthwhile. If I can answer any further questions please do not hesitate to contact me or our school Principal.

Sincerely,



Michael Lee  
Parent – Montecito Elementary PAC

**Contact information**

Mrs. Heather Kimmie, Montecito Elementary Principal, 604-296-9023 ext. 641001

[heather.kimmie@sd41.bc.ca](mailto:heather.kimmie@sd41.bc.ca)

Michael Lee, Parent 604-839-8858 [pacmontecito@gmail.com](mailto:pacmontecito@gmail.com)

Cc: Mrs. Kimmie



## Photos



South Slope Elementary School



South Slope Elementary School



January 11, 2018

Ms. Kathryn Matts  
 Commission Secretary  
 Parks, Recreation and Cultural Services Commission  
 City of Burnaby  
 101-4946 Canada Way  
 Burnaby, BC V5G 4H7

Dear Ms. Matts:

The Burnaby Board of Education is pleased to support the application by the Parent Advisory Council of Montecito Elementary School for a Playground Development Grant for construction of an outdoor learning space.

It is our understanding the PAC and the school have already raised \$8,000 of the estimated \$12,000 cost. The district hereby undertakes to prepare and install the outdoor learning space within twelve months of the grant approval.

Thank you for considering the application by the Montecito PAC.

Yours truly,

Russell A. Horswill, DBA  
 Secretary Treasurer

Copy: Cory Borg, Director of Facilities Services

18-01-11/RH/SB

## Cameron Elementary Parent Advisory Council (PAC)

*The PAC represents parents/guardians, encourages parent involvement in the school,  
and supports the school community through events and fundraising.*

January 16, 2018

City of Burnaby Parks, Recreation and Culture Commission  
Attn: Kathryn Matts

### Commission Agenda

Date ..... 2018 Feb 28

Correspondence ..... (b)

**Subject: City of Burnaby Parks, Recreation and Culture Commission playground grants**

Dear Kathryn Matts and Commission members,

I am writing on behalf of the Cameron Elementary Parent Advisory Council (PAC), to submit our application for a City of Burnaby Parks, Recreation and Culture Commission grant to fund the purchase of an accessible swing for Cameron's playground.

Cameron Elementary has 43 students with special needs, three of whom have significant mobility needs. Additionally, another five students have sensory needs that this swing would benefit. Most playground equipment isn't built with these children in mind, and indeed Cameron's playground is less accessible than we might like. We would like to purchase an "Oodle Swing," which has a larger saucer-shaped seat, providing more stability for children with balance or motor issues (see Appendix A). Ideally this swing would be installed adjacent to the existing swings at Cameron (see Appendix B), in order to encourage interaction and shared play among children of all abilities.

The cost of the Oodle Swing from Habitat Systems is approximately \$7200 (totaling approximately \$8100 after taxes). The Cameron PAC has received a grant of \$2500 from the Canada Post Community Foundation for the purchase of this swing (see Appendix C). Additionally, the PAC has raised over \$1600 towards this purchase, totalling a PAC contribution of at least \$4100 which is already in place. We would like to request a Playground Development Grant of \$4000 to match our funds and help purchase this important piece of inclusive playground equipment. The Cameron PAC has not requested this grant within the past four years.

Cameron's playground is accessible to the public outside of school hours—and ours is a dense neighbourhood populated primarily by high rises, so the playground is heavily used by the community. We do acknowledge that there is a similar saucer swing at Cameron Park, two blocks from the school, and we welcome the City's input on the installation of one at Cameron Elementary as well. However, we feel that it can only be beneficial to increase the number of accessible play options in our neighbourhood, and to ensure that there is an accessible feature on our playground for children to use during school. We have the support of school administration and staff for the addition of the Oodle swing to Cameron's playground. Installation of this swing is supported by the Burnaby School District (see Appendix D).

Please let me know if I can provide any further information about this project.

Kind regards,

### **NOTE**

Item 1 of the Director's Report refers to this matter

chair@cameronpac.ca | 604-296-9005 | 9542 Erickson Drive, Burnaby BC V3J 1M9

[www.cameronpac.ca](http://www.cameronpac.ca)

## Cameron Elementary Parent Advisory Council (PAC)

*The PAC represents parents/guardians, encourages parent involvement in the school,  
and supports the school community through events and fundraising.*

---



Jen Zerkee  
Chair, Cameron Parent Advisory Council

cc: Al Post, Principal, Cameron Elementary

## Cameron Elementary Parent Advisory Council (PAC)

*The PAC represents parents/guardians, encourages parent involvement in the school, and supports the school community through events and fundraising.*

### Appendix A: Oodle Swing quote from Habitat Systems Inc.

\*See <https://www.playlsi.com/en/commercial-playground-equipment/playground-components/oodle-swing/> for Oodle Swing specifications.

**landscape  
structures**

### Cameron Elementary

Burnaby, BC January 8, 2018 Independent Items



Molded Bucket Seat with Harness (chains for 10ft beam height) - approx. \$1,300    Curved Balance Beam approx. \$1,440    Log Balance Beam - approx. \$5,200



Oodle Swing - approx. \$7,200

*\*Please note that all prices are budgetary and do NOT include accurate freight costs or installation.*

Better playgrounds.  
Better world.<sup>™</sup>  
playlsi.com

Proudly presented by:

**habitat**  
systems incorporated

chair@cameronpac.ca | 604-296-9005 | 9542 Erickson Drive, Burnaby BC V3J 1M9

[www.cameronpac.ca](http://www.cameronpac.ca)



## Cameron Elementary Parent Advisory Council (PAC)

*The PAC represents parents/guardians, encourages parent involvement in the school, and supports the school community through events and fundraising.*

---

### Appendix B: Cameron Elementary existing swings and playground area



---

chair@cameronpac.ca | 604-296-9005 | 9542 Erickson Drive, Burnaby BC V3J 1M9

[www.cameronpac.ca](http://www.cameronpac.ca)

## Cameron Elementary Parent Advisory Council (PAC)

*The PAC represents parents/guardians, encourages parent involvement in the school, and supports the school community through events and fundraising.*

### Appendix C: Confirmation emails re: Canada Post Community Foundation grant

From: Canada Post Community Foundation / Fondation communautaire de Postes Canada [mailto:community@canadapost-postescanada.ca]  
Sent: June-19-17 7:19 AM  
To: Pauline Meugens <Pauline.Meugens@sd41.bc.ca>  
Subject: Canada Post Community Foundation. Revised grant amount

Dear Mrs. Pauline Meugens,

Thank you for your submission to the Canada Post Community Foundation.

We are pleased to advise you that the Foundation is interested in funding your project. However, due to the volume of submissions and our desire to help as many children as possible, we are unable to fund the full amount you requested.

The Canada Post Community Foundation would like to provide you with a grant of \$2,500 for your project titled: Cameron Community Accessible Playground.

We understand this is less than what you requested in your application, and we hope the grant we are able to offer can help you implement your project, perhaps on a smaller scale.

If it is possible for you to proceed with your project with this grant amount, then we will need you to submit a revised plan and budget by Friday, July 7<sup>th</sup> 2017 to [community@canadapost-postescanada.ca](mailto:community@canadapost-postescanada.ca). We will then review and send a final confirmation of your grant by early August.

We wish to thank you for your commitment to helping improve the lives of children. The work you do is important, and we sincerely hope that we can assist you in your efforts.

Best regards,

Canada Post Community Foundation

Begin forwarded message:

From: Pauline Meugens <Pauline.Meugens@sd41.bc.ca>  
Date: July 9, 2017 at 2:04:19 PM PDT  
To: Al Post <AlPost@sd41.bc.ca>, shatha <shatha\_alqasam@hotmail.com>, Teresa Veltri <Teresa.Veltri@sd41.bc.ca>  
Subject: Fwd: Status of your request (Ref#2017040232)

Sent from my Samsung Galaxy smartphone

----- Original message -----  
From: Canada Post Community Foundation <support@grantsstream.com>  
Date: 2017-07-09 10:56 AM (GMT-08:00)  
To: Pauline Meugens <Pauline.Meugens@sd41.bc.ca>  
Subject: Status of your request (Ref#2017040232)

Mrs. Pauline Meugens  
Principal  
Cameron Elementary School

Re: Cameron Community Accessible Playground

Dear Mrs. Meugens,

Congratulations! We are pleased to inform you your 2017 application to the Canada Post Community Foundation was successful. We are thrilled to see your organization's great work acknowledged with this grant.

You will receive an email from us shortly with further details, including information on when you can publicly announce your grant.

Congratulations again, and we look forward to working with your group this year. We will be in touch soon.

Sincerely,  
Canada Post Community Foundation



January 12, 2018

Ms. Kathryn Matts  
Commission Secretary  
Parks, Recreation and Cultural Services Commission  
City of Burnaby  
101-4946 Canada Way  
Burnaby, BC V5G 4H7

Dear Ms. Matts:

The Burnaby Board of Education is pleased to support the application by the Parent Advisory Council of Cameron Elementary School for a Playground Development Grant for the purchase of an accessible swing for Cameron's playground.

It is our understanding the PAC and the school have already raised \$4,100 of the estimated \$8,100 cost. The district hereby undertakes to prepare and install the swing within twelve months of the grant approval.

Thank you for considering the application by the Cameron PAC.

Yours truly,

A handwritten signature in black ink, appearing to be "Russell A. Horswill". The signature is stylized with a large, looping initial "R" and a long, sweeping underline.

Russell A. Horswill, DBA  
Secretary Treasurer

Copy: Cory Borg, Director of Facilities Services

18-01-12/RH/SB





Office of the City Clerk

<b>Commission Agenda</b> Date .....2018 Feb 28 Correspondence.....(c)
---

K. O'Connell, City Clerk

**INTER-OFFICE MEMORANDUM**

TO: CHAIR AND MEMBERS DATE: 2018 FEBRUARY 07  
 PARKS, RECREATION AND CULTURE  
 COMMISSION

FROM: CITY CLERK FILE: 61000-01

SUBJECT: METRO VANCOUVER REGIONAL PARKS SERVICE  
 NEW BUSINESS, COUNCIL 2018 FEBRUARY 05

Under the New Business portion of the 2018 February 05 Council meeting, reference was made to a letter dated 2018 January 31 from Metro Vancouver requesting consent to amend the Metro Vancouver Regional Parks Service to remove Abbotsford as a participant in the regional park function.

The removal of the City of Abbotsford from the Metro Vancouver Regional Parks District is supportable given that Abbotsford is a member of the Fraser Valley Regional District. Abbotsford will now appropriately join the Fraser Valley Regional Parks District.

Staff support the resolution because the payments for, and benefits from, the Metro Vancouver Regional Parks system will now be directly aligned with the member municipalities of the Metro Vancouver Regional District.

Arising from discussion, Council adopted the following motions:

1. **THAT** the Council of the City of Burnaby approves the adoption of Metro Vancouver Regional District Parks Service Amending Bylaw No. 1255, 2017 by providing consent on behalf of the electors; and
2. **THAT** a copy of Metro Vancouver Regional District Bylaw No. 1255, 2017 and related Metro Vancouver reports be forwarded to the Burnaby Parks, Recreation and Culture Commission for information.

Kate O'Connell  
 City Clerk

**NOTE**

This is for the information of the Commission

KO:rj

Copied to: City Manager  
 Director Parks, Recreation and Cultural Services  
 Director Planning and Building



City of  
Burnaby

Office of the City Clerk

K. O'Connell, City Clerk

TO: CHRIS PLAGNOL  
DIRECTOR BOARD & INFORMATION  
SERVICES  
METRO VANCOUVER

DATE: 2018 FEBRUARY 07

FROM: CITY CLERK

FILE: 61000-01

**SUBJECT: METRO VANCOUVER REGIONAL PARKS SERVICE**  
NEW BUSINESS, COUNCIL 2018 FEBRUARY 05

Under the New Business portion of the 2018 February 05 Council meeting, reference was made to a letter dated 2018 January 31 from Metro Vancouver requesting consent to amend the Metro Vancouver Regional Parks Service to remove Abbotsford as a participant in the regional park function.

The removal of the City of Abbotsford from the Metro Vancouver Regional Parks District is supportable given that Abbotsford is a member of the Fraser Valley Regional District. Abbotsford will now appropriately join the Fraser Valley Regional Parks District.

Staff support the resolution because the payments for, and benefits from, the Metro Vancouver Regional Parks system will now be directly aligned with the member municipalities of the Metro Vancouver Regional District.

Arising from discussion, Council adopted the following motions:

1. **THAT** the Council of the City of Burnaby approves the adoption of Metro Vancouver Regional District Parks Service Amending Bylaw No. 1255, 2017 by providing consent on behalf of the electors; and
2. **THAT** a copy of Metro Vancouver Regional District Bylaw No. 1255, 2017 and related Metro Vancouver reports be forwarded to the Burnaby Parks, Recreation and Culture Commission for information.

Kate O'Connell  
City Clerk

KO:rj



JAN 31 2018

File: CR-12-01  
Ref: RDP 2018 Jan 26

Kate O'Connell, City Clerk  
City of Burnaby  
4949 Canada Way  
Burnaby, BC V5G 1M2

Dear Ms. O'Connell:

**Re: Consent to Metro Vancouver Regional Parks Service Amendment Bylaw No. 1255**

At its January 26, 2018 regular meeting, the Board of Directors of the Metro Vancouver Regional District (Metro Vancouver) gave three readings to *Metro Vancouver Regional District Regional Parks Service Amending Bylaw No. 1255, 2017*; directed staff to seek consent of at least 2/3 of the participants to amend the service area to remove Abbotsford as a participant in the regional park function; and following that, forward the Bylaw to the Inspector of Municipalities for approval.


Section 346 of the *Local Government Act* applies to municipal participating area approval and therefore a council may give participating area approval by consenting on behalf of the electors to the adoption of the Bylaw.

I respectfully ask that this matter be included on Council agenda. A sample resolution is set out below for your convenience:

"The Council of \_\_\_\_\_ approves adoption of *Metro Vancouver Regional District Regional Parks Service Amending Bylaw No. 1255, 2017* by providing consent on behalf of the electors."

A response, including Council resolution, to my attention by February 9, 2018 is appreciated. Should you have questions or need clarification, I can be reached at 604.432.6338 or by email at [chris.plagnol@metrovanancouver.org](mailto:chris.plagnol@metrovanancouver.org).

Yours truly,



Chris Pagnol  
Corporate Officer

CP/kh

Encl: Metro Vancouver Regional District Regional Parks Service Amending Bylaw No. 1255, 2017  
Regional Parks Service Amendment Bylaw No 1255, dated January 11, 2018

24364741

**METRO VANCOUVER REGIONAL DISTRICT  
BYLAW NO. 1255, 2017**

**A Bylaw to Amend Greater Vancouver Regional District  
Regional Parks Service Conversion and Amendment Bylaw No. 1024, 2005**

**BACKGROUND:**

- A. By Division V of Letters Patent issued January 13, 1972, as amended by further Supplementary Letters Patent, Metro Vancouver Regional District was granted the function of regional parks (the "Regional Parks Service"), and the participating areas for the Regional Parks Service were deemed to include not only Metro Vancouver Regional District member municipalities, but also member municipalities of the former Vancouver-Fraser Park District;
- B. One of the member municipalities of the former Vancouver-Fraser Park District was the former District of Matsqui, which was not within the boundaries of the MVRD;
- C. On January 1, 1995, the former District of Matsqui and the former District of Abbotsford were incorporated as the City of Abbotsford;
- D. On July 25, 2005, the Board of Directors of the Metro Vancouver Regional District adopted "Greater Vancouver Regional District Regional Parks Service Conversion and Amendment Bylaw No. 1024, 2005", a bylaw to convert the Regional Parks Service and to amend the participating areas to include the area within the boundaries of the former District of Abbotsford, such that the whole of the City of Abbotsford became a municipal participating area for the Regional Parks Service;
- E. The City of Abbotsford has consented to an amendment to the "Greater Vancouver Regional District Regional Parks Service Conversion and Amendment Bylaw No. 1024, 2005", to remove the City of Abbotsford as a participating area from the Regional Parks Service;
- F. The Board of Directors of the Metro Vancouver Regional District wishes to amend "Greater Vancouver Regional District Regional Parks Service Conversion and Amendment Bylaw No. 1024, 2005";
- G. The Metro Vancouver Regional District has obtained the approval of the Lieutenant Governor in Council to the continued operation of the Regional Parks Service outside the boundaries of the MVRD; and
- H. Two-thirds of the participants in the Regional Parks Service have consented to the adoption of this Bylaw to amend the "Greater Vancouver Regional District Parks Service Conversion and Amendment Bylaw No. 1024, 2005".

**NOW THEREFORE** the Board of Directors of the Metro Vancouver Regional District, in open meeting assembled, enacts as follows:

1. The Greater Vancouver Regional District Regional Parks Service Conversion and Amendment Bylaw No. 1024, 2005 (the "Bylaw") is hereby amended as follows:
  - a) By deleting section 2 of the Bylaw; and
  - b) In section 3 of the Bylaw, by striking the phrase "City of Abbotsford" in its entirety.
2. This bylaw may be cited as "Metro Vancouver Regional District Regional Parks Service Amending Bylaw No. 1255, 2017".

READ A FIRST TIME THIS 24<sup>th</sup> day of November, 2017.

READ A SECOND TIME THIS 26 day of January, 2018.

READ A THIRD TIME THIS 26 day of January, 2018.

APPROVED BY THE INSPECTOR OF MUNICIPALITIES THIS \_\_\_\_\_ day of \_\_\_\_\_, 2018.

PASSED AND FINALLY ADOPTED THIS \_\_\_\_\_ day of \_\_\_\_\_, 2018.

\_\_\_\_\_  
Greg Moore, Chair

\_\_\_\_\_  
Chris Plagnol, Corporate Officer

---

To: MVRD Board

From: Chris Plagnol, Corporate Officer

Date: January 11, 2018 Meeting Date: January 26, 2018

Subject: **Regional Parks Service Amendment Bylaw No. 1255**

---

**RECOMMENDATION**

That the MVRD Board:

- a) give second and third reading to *Metro Vancouver Regional District Regional Parks Service Amending Bylaw No. 1255, 2017*; and
  - b) direct staff to seek consent of at least 2/3 of the participants to amend the service area to remove Abbotsford as a participant in the regional park function, and following that, forward the *Metro Vancouver Regional District Regional Parks Service Amending Bylaw No. 1255, 2017* to the Inspector of Municipalities for approval.
- 

**PURPOSE**

To consider second and third reading of the *Metro Vancouver Regional District Regional Parks Service Amending Bylaw No. 1255, 2017* and to direct staff to seek consent of at least 2/3 of the participants in the regional parks function in relation to the withdrawal of the City of Abbotsford as a participant.

**BACKGROUND**

On November 24, 2017, the MVRD Board approved the terms for the withdrawal of the City of Abbotsford as a participant in the MVRD Regional Parks Service, and gave first reading to the *Metro Vancouver Regional District Regional Parks Service Amending Bylaw No. 1255, 2017*. Even though this Amending Bylaw had only received first reading, it was subsequently forwarded to the Ministry of Municipal Affairs and Housing for its preliminary consideration in concert with the other elements associated with the multi-pronged process of the service withdrawal.

As indicated above, consideration of this proposed Bylaw is one of several requirements associated with the withdrawal of the City of Abbotsford from the MVRD Regional Parks Service. The attached report, considered by the Board at its meeting of November 24, 2017, provides background on various elements of Abbotsford's withdrawal from the service (Attachment 2).

**MVRD REGIONAL PARKS AMENDING BYLAW**

The adoption of a bylaw to amend the *Greater Vancouver Regional District Regional Parks Service Conversion and Amendment Bylaw No. 1024, 2005* is required to facilitate the withdrawal of the City of Abbotsford from the Metro Vancouver Regional Parks function. If approved, the Amending Bylaw will amend the participants in the service area by removing the City of Abbotsford as a participant under section 2 and section 3 of Conversion Bylaw 1024.

The Amending Bylaw is before the Board for second and third reading. Once third reading is given, the Amending Bylaw will be circulated to all service area participants (which includes the City of Abbotsford) to obtain their consent to the adoption of the Bylaw. Two-thirds consent of participants is required before the Amending Bylaw can be considered for adoption. Once consent is obtained, the Amending Bylaw will be forwarded to the Inspector of Municipalities for approval with the

expectation that the Amending Bylaw can be considered for adoption at the March 23, 2018 Board meeting.

#### **ALTERNATIVES**

1. That the MVRD Board:
  - a) give second and third reading to *Metro Vancouver Regional District Regional Parks Service Amending Bylaw No. 1255, 2017*; and
  - b) direct staff to seek consent of at least 2/3 of the participants to amend the service area to remove Abbotsford as a participant in the regional park function, and following that, forward the *Metro Vancouver Regional District Regional Parks Service Amending Bylaw No. 1255, 2017* to the Inspector of Municipalities for approval.
2. That the MVRD Board receive for information the report dated January 11, 2018, titled "Regional Parks Service Amendment Bylaw No. 1255" and provide alternate direction.

#### **FINANCIAL IMPLICATIONS**

If the Board approves alternative one, and as outlined in Attachment 2, the financial implications include a reduction the Annual Budget and Financial Plan, a reimbursement from the Fraser Valley Regional District for the City of Abbotsford's allocated costs of participating in the MVRD regional parks function for 2018, and a one-time payment by Metro Vancouver to the City of Abbotsford representing the proportional return of Park Reserve Fund contributions.

If the Board does not approve the Amending Bylaw, the City of Abbotsford will remain as a participant in the MVRD Regional Parks function which will include the associated financial implications.

#### **SUMMARY / CONCLUSION**

The MVRD Board approved the terms for the withdrawal of the City of Abbotsford as a participant in the MVRD Regional Parks Service. This change to the service area requires an amendment to the *Greater Vancouver Regional District Regional Parks Service Conversion and Amendment Bylaw No. 2014, 2005* to amend service area participants. This report brings forward the associated Amending Bylaw to facilitate this service withdrawal for consideration by the Board. Staff recommend Alternative One.

#### **Attachments:**

1. Metro Vancouver Regional District Regional Parks Service Amending Bylaw No. 1255, 2017
2. Report dated November 21, 2017, titled "Regional Parks Service Amendment Bylaw No. 1255"

24157931



## ATTACHMENT 1

**METRO VANCOUVER REGIONAL DISTRICT  
BYLAW NO. 1255, 2017**

A Bylaw to Amend Greater Vancouver Regional District  
Regional Parks Service Conversion and Amendment Bylaw No. 1024, 2005

**BACKGROUND:**

- A. By Division V of Letters Patent issued January 13, 1972, as amended by further Supplementary Letters Patent, Metro Vancouver Regional District was granted the function of regional parks (the "Regional Parks Service"), and the participating areas for the Regional Parks Service were deemed to include not only Metro Vancouver Regional District member municipalities, but also member municipalities of the former Vancouver-Fraser Park District;
- B. One of the member municipalities of the former Vancouver-Fraser Park District was the former District of Matsqui, which was not within the boundaries of the MVRD;
- C. On January 1, 1995, the former District of Matsqui and the former District of Abbotsford were incorporated as the City of Abbotsford;
- D. On July 25, 2005, the Board of Directors of the Metro Vancouver Regional District adopted "Greater Vancouver Regional District Regional Parks Service Conversion and Amendment Bylaw No. 1024, 2005", a bylaw to convert the Regional Parks Service and to amend the participating areas to include the area within the boundaries of the former District of Abbotsford, such that the whole of the City of Abbotsford became a municipal participating area for the Regional Parks Service;
- E. The City of Abbotsford has consented to an amendment to the "Greater Vancouver Regional District Regional Parks Service Conversion and Amendment Bylaw No. 1024, 2005", to remove the City of Abbotsford as a participating area from the Regional Parks Service;
- F. The Board of Directors of the Metro Vancouver Regional District wishes to amend "Greater Vancouver Regional District Regional Parks Service Conversion and Amendment Bylaw No. 1024, 2005";
- G. The Metro Vancouver Regional District has obtained the approval of the Lieutenant Governor in Council to the continued operation of the Regional Parks Service outside the boundaries of the MVRD; and
- H. Two-thirds of the participants in the Regional Parks Service have consented to the adoption of this Bylaw to amend the "Greater Vancouver Regional District Parks Service Conversion and Amendment Bylaw No. 1024, 2005".

**NOW THEREFORE** the Board of Directors of the Metro Vancouver Regional District, in open meeting assembled, enacts as follows:

1. The Greater Vancouver Regional District Regional Parks Service Conversion and Amendment Bylaw No. 1024, 2005 (the "Bylaw") is hereby amended as follows:
  - a) By deleting section 2 of the Bylaw; and
  - b) In section 3 of the Bylaw, by striking the phrase "City of Abbotsford" in its entirety.
2. This bylaw may be cited as "Metro Vancouver Regional District Regional Parks Service Amending Bylaw No. 1255, 2017".

READ A FIRST TIME THIS 24<sup>th</sup> day of November, 2017.

READ A SECOND TIME THIS \_\_\_\_\_ day of \_\_\_\_\_, 2018.

READ A THIRD TIME THIS \_\_\_\_\_ day of \_\_\_\_\_, 2018.

APPROVED BY THE INSPECTOR OF MUNICIPALITIES THIS \_\_\_\_\_ day of \_\_\_\_\_, 2018.

PASSED AND FINALLY ADOPTED THIS \_\_\_\_\_ day of \_\_\_\_\_, 2018.

\_\_\_\_\_  
Greg Moore, Chair

\_\_\_\_\_  
Chris Plagnol, Corporate Officer

To: MVRD Board

From: Carol Mason, Commissioner/Chief Administrative Officer

Date: November 21, 2017 Meeting Date: November 24, 2017

Subject: **Regional Parks Service Amendment Bylaw No. 1255**

### RECOMMENDATION

That the MVRD Board:

- a) approve the terms and conditions for the withdrawal of the City of Abbotsford as a participant in the *Greater Vancouver Regional District Regional Parks Service Conversion and Amendment Bylaw No. 2014, 2005*, as presented in the report dated November 21, 2017, titled "Regional Parks Service Amendment Bylaw No. 1255", and including a one-time financial payment of \$1,050,000 to the City of Abbotsford from MVRD Regional Park Reserve Funds to be paid upon adoption of *Metro Vancouver Regional District Regional Parks Service Amending Bylaw No. 1255, 2017*;
- b) give first reading to *Metro Vancouver Regional District Regional Parks Service Amending Bylaw No. 1255, 2017*; and
- c) forward the draft Order in Council included in Attachment 2 of the report dated November 21, 2017, titled "Regional Parks Service Amendment Bylaw No. 1255" for consideration by the Province of British Columbia to permit Metro Vancouver to own and operate a park that is partially outside its geographic boundaries despite the provisions of s.333(4) of the *Local Government Act*.

### PURPOSE

To consider first reading of the *Metro Vancouver Regional District Regional Parks Service Amending Bylaw No. 1255, 2017* that will initiate the withdrawal of the City of Abbotsford as a participant in the regional parks function and to seek an Order in Council from the Province of British Columbia to permit Metro Vancouver to own and operate parkland outside of its service area boundaries.

### BACKGROUND

On November 28, 2014 the MVRD Board received the report titled "Regional Parks Service Review" and approved 23 recommendations contained in the report addressing the purpose of regional parks, the service area, parkland acquisition, park development and service operations. Outcomes of the service review guided updates to the 2011 *Regional Park Plan* including goals and strategies, framework for park interpretation and stewardship program, land acquisition and park classification.

Following Board adoption of the report recommendations, discussions were initiated between Metro Vancouver and the City of Abbotsford that examined the boundaries of the service area and explored consideration of the potential withdrawal of the City of Abbotsford from the MVRD regional parks function. These discussions also opened up opportunities for the City of Abbotsford to enter into discussions with the Fraser Valley Regional District (FVRD) and explore potential regional park partnerships within the FVRD.

An agreement has now been reached between Metro Vancouver and the City of Abbotsford that will facilitate its withdrawal from the MVRD park function and transition into a regional parks function within the FVRD. This report brings forward the associated Amending Bylaw and Order in Council request to facilitate this service withdrawal for consideration by the Board.

#### **CITY OF ABBOTSFORD PARTICIPATION IN REGIONAL PARKS**

The District of Matsqui was an early participant in the regional parks function which was formed in 1967 as the "Vancouver Fraser Parks District". The regional parks function was transferred to the MVRD (previously 'GVRD') through Supplementary Letters Patent in 1972. The District of Matsqui amalgamated with the City of Abbotsford in 1995 and in 2005 the City of Abbotsford became a full participant in the regional parks function through Conversion Bylaw No. 1024.

The City of Abbotsford is currently a participant in the MVRD Regional Parks function as authorized under the *Greater Vancouver Regional District Regional Parks Service Conversion and Amendment Bylaw No. 2014, 2005*. The participation of the City of Abbotsford in the Metro Vancouver regional parks function is unique in this region as the municipality is physically located within the boundaries of the Fraser Valley Regional District, and is not within the Metro Vancouver Regional District boundaries. As such, the City of Abbotsford is not a member of the Metro Vancouver Regional District Board, except for the purposes of regional parks. For all other regional services, the City of Abbotsford is a member of the Fraser Valley Regional District and has political representation on the FVRD Board of Directors.

The City of Abbotsford is represented on the Metro Vancouver Regional Parks Standing Committee which meets monthly and attends MVRD Board meetings once per month to vote on regional parks items being considered by the Board.

#### **MVRD REGIONAL PARKS AMENDING BYLAW**

The adoption of a bylaw to amend the *Greater Vancouver Regional District Regional Parks Service Conversion and Amendment Bylaw No. 1024, 2005* is required to facilitate the withdrawal of the City of Abbotsford from the Metro Vancouver Regional Parks function. Once approved, the Amending Bylaw will amend the participants in the service area by removing the City of Abbotsford as a participant under section 2 and section 3 of Conversion Bylaw 1024.

The Amending Bylaw is being introduced for first reading and will be forwarded to the Ministry of Municipal Affairs and Housing for consideration and comment (Attachment 1). The Amending Bylaw will then come back to the MVRD Board with any changes required by the Ministry, on January 26, 2018, for second and third reading. Once third reading is given, the Amending Bylaw will be circulated to all service area participants (which includes the City of Abbotsford) to obtain their consent to the adoption of the amendment bylaw. The Amending Bylaw requires two thirds consent of participants before it can be considered for adoption. Once consent is obtained, the Amending Bylaw will be forwarded to the Inspector of Municipalities for approval with the expectation that the bylaw can be considered for adoption at the March 23, 2018 Board meeting.

#### **ORDER IN COUNCIL REQUEST**

Section 333(4) of the *Local Government Act* requires that if a regional district provides a service outside of its regional district (and consent has been obtained by the affected local government that

it may operate a service in that jurisdiction), the area outside the regional district must be identified as a separate participating area for the service "as if it were located in the regional district".

As part of the agreement for the City of Abbotsford to withdraw from the MVRD regional parks service, it has been agreed that Metro Vancouver will transfer all interests in parkland within the boundaries of the City of Abbotsford to the City of Abbotsford, with the exception of Aldergrove Regional Park. Located within both the Township of Langley and the City of Abbotsford, it has been agreed that it makes sense for a single local government to operate Aldergrove Regional Park and that given the majority of visitors to the Aldergrove Regional Park originate from Metro Vancouver, Metro Vancouver is best suited to continue to own and operate this park.

In order to permit Metro Vancouver to own and operate a park that is partially outside its geographic boundaries, it will require an Order in Council (OIC) to authorize this permission without requiring the City of Abbotsford to be a participant in the MVRD regional parks function. A draft OIC has been prepared for submission to the Province of British Columbia to request this authority despite the provisions of s.333(4) of the *Local Government Act* (Attachment 2).

#### **SERVICE WITHDRAWAL – LAND TRANSFER AGREEMENT**

Under the proposed terms for the City of Abbotsford's withdrawal from the MVRD regional parks function, Metro Vancouver will transfer to the City of Abbotsford the following regional parkland and built assets: Matsqui Trail and Sumas Mountain Regional Parks and the eastern portion of Glen Valley Regional Park referred to as Poplar Bar and Duncan Bar and including Crescent Island. Some of this property is owned by the MVRD in fee simple and other portions of land are secured through long term provincial leases, statutory rights of way, licence agreements and highway use permits. A map of the lands proposed to be transferred is shown in Attachment 3. Metro Vancouver will bring forward a Land Disposition Bylaw in January to initiate an Alternative Approval Process (AAP) to facilitate the transfer of these lands.

As previously noted, the exception to the transfer of regional parkland under consideration is the Aldergrove Regional Park which is proposed to be retained by Metro Vancouver. Aldergrove Regional Park is 280 ha in size and overlaps the border between the Township of Langley and the City of Abbotsford. Half of the regional park is situated within the MVRD and the other half within the FVRD. This regional park receives over 428,000 visits annually and approximately 75% of the parks visits originate from residents within MVRD boundaries.

#### **SERVICE WITHDRAWAL – FINANCIAL CONSIDERATIONS**

The proposed terms for the City of Abbotsford's withdrawal from the MVRD regional parks function also include financial considerations. As part of the implementation of the service amendment, an amount of \$650,000 will be paid to the City of Abbotsford representing its 3.2% proportional share of the Regional Parks Reserves based on reserve balances at the end of 2016. In addition, transitional funding in the amount of \$400,000, representing approximately one year of operating costs for the Sumas Mountain Regional Park, Matsqui Trail Regional Park and Glen Valley (Abbotsford portion) Regional Park, will be transferred to the City to assist in the first year of operations of the transferred parkland.



## ALTERNATIVES

1. That the MVRD Board:
  - a) approve the terms and conditions for the withdrawal of the City of Abbotsford as a participant in the *Greater Vancouver Regional District Regional Parks Service Conversion and Amendment Bylaw No. 2014, 2005*, as presented in the report dated November 21, 2017, titled "Regional Parks Service Amendment Bylaw No. 1255", and including a one-time financial payment of \$1,050,000 to the City of Abbotsford from MVRD Regional Park Reserve Funds to be paid upon adoption of *Metro Vancouver Regional District Regional Parks Service Amending Bylaw No. 1255, 2017*;
  - b) give first reading to *Metro Vancouver Regional District Regional Parks Service Amending Bylaw No. 1255, 2017*; and
  - c) forward the draft Order in Council included in Attachment 2 of the report dated November 21, 2017, titled "Regional Parks Service Amendment Bylaw No. 1255" for consideration by the Province of British Columbia to permit Metro Vancouver to own and operate a park that is partially outside its geographic boundaries despite the provisions of s.333(4) of the *Local Government Act*.
2. That the MVRD Board receive for information the report dated November 21, 2017, titled "Regional Parks Service Amendment Bylaw No. 1255" and provide alternate direction.

## FINANCIAL IMPLICATIONS

If the Board approves alternative one, the Amending Bylaw will be forwarded to the Province for consideration and comment. Once the Amending Bylaw is adopted (anticipated March 23, 2018), the 2018 Annual Budget and 2018 – 2022 Financial Plan will be amended to reduce the operating budget by removing costs for operating and maintaining the Matsqui Trail and Sumas Mountain Regional Parks and the eastern portion of Glen Valley Regional Park (referred to as Poplar Bar and Duncan Bar) and including Crescent Island, for the remainder of 2018 (approximately \$300,000) and by reapportioning the City of Abbotsford's allocation to the remaining regional park participants. The Fraser Valley Regional District, on behalf of the City of Abbotsford, will reimburse MVRD for the City's allocated costs for participating in the MVRD regional parks function for the beginning of 2018 until the date that the bylaw has been amended (January 1, 2018 to March 23, 2018). The one-time payment to the City of Abbotsford of \$1,050,000 representing the proportional return of Park Reserve Fund contributions (\$650,000) and transitional funding (\$400,000) will be paid from existing MVRD Regional Park Reserve Funds. The proposed budget amendments and the one-time payment are subject to the adoption of *Metro Vancouver Regional District Regional Parks Service Amending Bylaw No. 1255, 2017* being completed on March 23, 2018.

If the Board does not approve the amending bylaw, the City of Abbotsford will remain as a participant in the MVRD Regional Parks function.

## SUMMARY / CONCLUSION

As part of the implementation of *Regional Parks Service Review*, approved by the Board in 2014, discussions have been underway between Metro Vancouver and the City of Abbotsford examining potential options to amend the boundaries of the service area and facilitate the withdrawal of the City of Abbotsford from the MVRD regional parks function.

The City of Abbotsford is currently a participant in the MVRD Regional Parks function, as authorized under the *Greater Vancouver Regional District Regional Parks Service Conversion and Amendment Bylaw No. 2014, 2005*. The participation of the City of Abbotsford in the Metro Vancouver regional parks function is unique in this region as the municipality is physically located within the boundaries of the Fraser Valley Regional District. As such, the City of Abbotsford is not a member of the Metro Vancouver Regional District Board, except for the purposes of regional parks. For all other regional services, the City of Abbotsford is a member of the Fraser Valley Regional District and has political representation on the FVRD Board of Directors.

Discussions between the two jurisdictions have led to a proposed agreement that has now been reached between Metro Vancouver and the City of Abbotsford that will facilitate the municipality's withdrawal from the MVRD park function and its transition into a regional parks function within the FVRD. The changes to the service area will require an amendment to the *Greater Vancouver Regional District Regional Parks Service Conversion and Amendment Bylaw No. 2014, 2005* to amend service area participants, a Provincial Order in Council to permit Metro Vancouver to own and operate parkland outside of its geographic boundaries, approval of a Parkland Disposition Bylaw approving of the disposition of lands, and the one-time payment of \$1,050,000 to the City of Abbotsford representing its proportional share of the MVRD Regional Park Reserve Funds of \$650,000 and \$400,000 in transitional operating funds.

This report brings forward the associated Amending Bylaw and Order in Council request to facilitate this service withdrawal for consideration by the Board and Alternative One is recommended.

**Attachments:**

1. ~~Metro Vancouver Regional District Regional Parks Service Amending Bylaw No. 1255, 2017~~  
(Doc #23751340)
2. ~~Draft Order in Council~~
3. ~~Map of Properties to be Transferred to Abbotsford through the Service Area Bylaw Amendment~~  
(Doc #23755629)

23748206

<b>Commission Agenda</b> <b>Date.....2018 Feb 28</b> <b>Reports .....(a)</b>
--

**TO:** MEMBERS OF THE PARKS, RECREATION AND CULTURE COMMISSION

**FROM:** CHAIR - PARKS, RECREATION AND CULTURE COMMISSION

**RE:** 2018 COMMITTEE AND LIAISON MEMBER APPOINTMENTS

**RECOMMENDATION:**

1. **THAT** the 2018 Committee and Liaison Member Appointments be approved as submitted.

COMMITTEE	DATE OF MEETING	MEMBERS APPOINTED
Burnaby Art Gallery Advisory Committee	- Six Tuesdays a year - Evening (2 hrs.)	1. Guyle Clark (Alternate) Barb Larkin
Burnaby Village Museum Advisory Committee	At the call of the Chair	1. Paul McDonell 2. Dan Johnston 3. Dan Staschuk 4. Stace Dayment
Burnaby Arts Council and Other Arts and Cultural Groups	2 <sup>nd</sup> Tuesday every month - Evening	1. James Jang (Alternate) Lance Matricardi
Parks Names and Signs Committee	At the call of the Chair	1. Paul McDonell 2. Dan Johnston 3. Karin Alzner
School Board Buildings and Grounds Committee	Meetings held on 3 <sup>rd</sup> Wednesday of each month at 5:30 p.m.	Commission as a Whole when required.
District Community School Advisory and Coordinating Committee	Meetings to be decided by the Committee	1. Karin Alzner (Alternate) Guyle Clark
Community Heritage Commission	- 1 <sup>st</sup> Thursday every other month (except in summer) - 6:00 p.m. in Council Committee Room	1. Lance Matricardi (Alternate) Stace Dayment
Senior Citizens' Centres	Seniors Advisory Committee - 9:30 a.m. – 11:30 a.m.: Jan. 15 <sup>th</sup> at Confederation; Mar. 12 <sup>th</sup> at Edmonds; May 14 <sup>th</sup> at Bonsor 55+; Oct. 15 <sup>th</sup> at Cameron.	1. Barb Larkin (Alternate) Karin Alzner

DE:km:tc

p:\admin\tc\annual\2018 committee and liaison member appointments



CITY OF BURNABY  
PARKS, RECREATION AND CULTURAL SERVICES DEPARTMENT

DIRECTOR'S REPORT NO. 2, 2018

2018 FEBRUARY 28

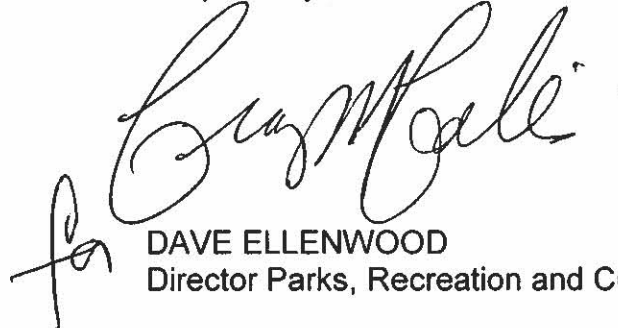
BURNABY PARKS, RECREATION AND CULTURE COMMISSION

Ladies and Gentlemen:

Your Director reports as follows:

<u>ITEM</u>	<u>DESCRIPTION</u>
1.	Playground Development Grant Requests from Cameron Elementary School and Montecito Elementary School
2.	Central Park Horseshoe Pitching Club Licence Agreement Renewal
3.	Bylaw to Fund Byrne Creek Artificial Sportsfield Replacement
4.	2018 February - Parks, Recreation and Cultural Services Capital Funding Bylaw

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Dave Ellenwood", is written over a printed name and title.

DAVE ELLENWOOD  
Director Parks, Recreation and Cultural Services

tc  
p:\admin\data\wp\lcl\agenda\2018\director open report cover page



Item.....	1
Director's Report No.....	2
Meeting .....	2018 Feb 28

## COMMISSION REPORT

---

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

**DATE:** 2018 Feb 18

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

**FILE:** 63000-01

**SUBJECT: PLAYGROUND DEVELOPMENT GRANT REQUESTS FROM  
CAMERON ELEMENTARY SCHOOL AND MONTECITO ELEMENTARY  
SCHOOL**

**PURPOSE:** To request Council's authorization for the City to enter into an agreement with the Burnaby School District for the contribution to the cost of the playground upgrades at Cameron Elementary School and Montecito Elementary School.

---

**RECOMMENDATIONS:**

1. **THAT** the playground development grant requests from Cameron Elementary School and Montecito Elementary School be approved.
2. **THAT** a copy of this report be forwarded to; Jen Zerkee, Chair, Cameron Elementary PAC; Al Post, Principal, Cameron Elementary School; Michael Lee, Chair, Montecito Elementary PAC; Heather Kimmie, Principal, Montecito Elementary School.
3. **THAT** Council be requested to authorize the City enter into an agreement with the Burnaby School District for the contribution to the cost of the playground upgrades as detailed in this report.

**REPORT****INTRODUCTION**

Appearing on the agenda is correspondence from Jen Zerkee, Chair, Cameron Elementary PAC and Michael Lee, Chair, Montecito Elementary PAC.

Both school PACs are requesting a grant from the 2018 Annual Operating Playground Development Budget to assist with the redevelopment of their playgrounds.

To: Parks, Recreation & Culture Commission  
 From: Director Parks, Recreation & Cultural Services  
 Re: Playground Development Funding Request from Cameron  
 Elementary School and Montecito Elementary School

..... Page 2

## POLICY SECTION

The Playground Development Grant Program aligns with the Corporate Strategic Plan by supporting the following goals and sub-goals of the plan:

### A Safe Community

- Community amenity safety (provision of safe playground equipment)

### A Connected Community

- Social connection (for children and families to come together)
- Geographic Connection (community location)
- Partnership with schools and Parent Advisory Councils

### A Healthy Community

- Healthy life (opportunity to play and move)
- Community involvement encouraging residents to give back to and invest in their community.

## BACKGROUND

There is \$12,000 budgeted annually in the Operating Budget and, with few exceptions, the fund is expended each year. The Playground Funding Requests criterion is attached ([Attachment #1](#)). The first two schools to request a grant this year are Cameron Elementary and Montecito Elementary.

Both schools meet the Playground Grant guidelines and have received approval from the Burnaby School District to install the playground components within 12 months of receiving the Playground Grant. Montecito Elementary last received the grant in 2006 and Cameron Elementary last received the grant in 2008.

Outlined below is the cost breakdown for each school's playground grant request:

### Cameron Elementary School

Total cost of accessible swing for Cameron's playground.	\$8,100.00
Funds raised to date.	<u>\$4,100.00</u>

Amount requested from Playground Development grant.	<b>\$ 4,000.00</b>
---	--------------------

### Montecito Elementary School

Total cost of outdoor learning space for Montecito's playground.	\$12,000.00
Funds raised to date.	<u>\$8,000.00</u>

Amount requested from Playground Development grant.	<b>\$ 4,000.00</b>
---	--------------------

To: Parks, Recreation & Culture Commission  
From: Director Parks, Recreation & Cultural Services  
Re: Playground Development Funding Request from Cameron  
Elementary School and Montecito Elementary School

..... Page 3

## **RECOMMENDATION**

It is recommended that the requests from Cameron Elementary School and Montecito Elementary School be approved. If approved, there will be \$4,000.00 remaining funds in the 2018 Annual Operating Playground Development Budget.



Dave Ellenwood  
DIRECTOR PARKS, RECREATION & CULTURAL SERVICES

KD:tc

Attachment

P:\Admin\Clerical\Staff\td\kd\Playground Commission Report Feb 2018

cc: City Solicitor  
Director Finance

**CRITERIA FOR PLAYGROUND DEVELOPMENT FUNDING REQUESTS**

The purpose of the Playground Development Grant is to recognize the fundraising efforts of Burnaby parents, as well as improve the play experience at school playgrounds for the community at large, as a valuable way to participate in physical activity and connect with neighbours, uses these assets.

**CRITERIA:**

1. The project is initiated and cost shared by a parent group and the Burnaby School Board. The parent group must have 50% of the project cost raised at the time of the request. The Playground Development Grant will provide matching funds up to a maximum of \$4,000.
2. The facility will be accessible to the public and thus provide a public benefit beyond serving the schoolchildren during school hours.
3. The parent group may request a grant once every 4 years.
4. The remainder of the funding for the entire project needs to be either in place or very close to being finalized.
5. Parks, Recreation & Cultural Services staff will be allowed input into the design process.
6. The Burnaby School Board must approve the project and its installation of the playground within 12 months of the grant approval. Consequently, a letter from the School District must be included with the request. The parent group may contact Sandra Brunner ([Sandra.Brunner@sd41.bc.ca](mailto:Sandra.Brunner@sd41.bc.ca)) to arrange for a letter of support.
7. The grant can be used for equipment and/or for the purchase and planting of trees and/or shrubs for the playground area or garden projects.

**OPERATIONAL GUIDELINES:**

1. Projects are considered on a first come, first served basis. Requests will be time dated and received after the 3<sup>rd</sup> Monday of January of the year the grant is available.
2. Playground Development Grants are only available if approved in the City of Burnaby's Annual Capital Budget
3. In the event the Playground Development Fund is completely allocated prior to year-end, staff will advise Commission of all subsequent requests for their consideration.

CL:km

Revised 2011 December

P:/...admin/ka/playground development grant criteria revised December 2011.docx



Item.....	2
Director's Report No. ....	2
Meeting.....	2018 Feb 28

## COMMISSION REPORT

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

**DATE:** 2018 Feb 18

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

**FILE:** 09100-25

**SUBJECT: CENTRAL PARK HORSESHOE PITCHING CLUB LICENCE  
AGREEMENT RENEWAL**

**PURPOSE:** To obtain approval for a licence agreement renewal with the Central Park Horseshoe Pitching Club.

**RECOMMENDATIONS:**

1. **THAT** approval be granted to renew a licence agreement with the Central Park Horseshoe Pitching Club for an additional five year term beginning 2018 April 15 and ending on 2023 April 14 under the terms and conditions outlined in this report.
2. **THAT** Council be requested to approve the renewal of the licence agreement with the Central Park Horseshoe Pitching Club as outlined in this report.
3. **THAT** the City Solicitor be authorized to execute a lease agreement with the Central Park Horseshoe Pitching Club as outlined in this report.
4. **THAT** a copy of this report be sent to Mr. Bob Salisbury, President of the Central Park Horseshoe Pitching Club.

**REPORT****POLICY SECTION**

The licence agreement renewal is in alignment with the Corporate Strategic Plan by providing:

## A Healthy Community

- encourage residents to give back to and invest in the community

## An Inclusive Community

- provide opportunities that encourage and welcome all community members and create a sense of belonging

To: Parks, Recreation & Culture Commission  
 From: Director Parks, Recreation & Cultural Services  
 Re: CENTRAL PARK HORSESHOE PITCHING  
 CLUB LICENCE RENEWAL

.....Page 2

#### A Connected Community

- enhance social connections throughout Burnaby.

The City has had an agreement with the Trustees of the Central Park Horseshoe Pitching Club for the last thirty years. The Club is responsible to manage and fund their operations, maintain the interior of the facility for reasonable wear and tear, as well as provide this activity to residents of Burnaby, with payment of \$1 per year to the City. Club membership remains consistent at 28 - 30 people. The Club is a key member of the B.C. Horseshoe Association and a member of Horseshoe Canada. Tournaments are hosted throughout the season from the end of April till the end of September. The Central Park Horseshoe Pitching Club continues to provide a valuable service to the community, and they continue to operate within the terms and conditions of their licence.

The terms of the licence have been reviewed with members of the Central Park Horseshoe Pitching Club for the new five year term:

1. The trustees for the Central Park Horseshoe Pitching Club will be Bob Salisbury, President; Diane Dushesne, Treasurer; and Scott O'Neil, Vice President.
2. The new term for the licence will be for five years commencing on the 15th day of April, 2018 and ending on the 14th day of April, 2023.
3. Insurance requirements will be amended to comply with City standards.

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



Dave Ellenwood  
 DIRECTOR PARKS, RECREATION & CULTURAL SERVICES

DP:tc

p:\admin\tc\dp\reports\2018\Central Park Horseshoe Pitching Club licence agreement renewal-2018.docx

cc: City Solicitor  
 Director Finance  
 Risk Manager





Item.....	3
Director's Report No. ....	2
Meeting.....	2018 Feb 28

## COMMISSION REPORT

---

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

**DATE:** 2018 Feb 18

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

**FILE:** 62500-20

**SUBJECT: BYLAW TO FUND BYRNE CREEK ARTIFICIAL SPORTSFIELD  
REPLACEMENT**

**PURPOSE:** To request a Capital Reserve Fund Bylaw in the amount of \$1,600,000 to finance the Artificial Turf Replacement Project.

---

**RECOMMENDATION:**

1. **THAT** the Parks, Recreation and Culture Commission recommend Council authorize the City Solicitor to bring forward a Capital Reserve Fund bylaw in the amount of \$1,600,000 to finance the Artificial Turf Replacement Project as outlined in this report.

**REPORT****INTRODUCTION**

The Byrne Creek artificial sportsfield was installed in 2005 as part of a joint use program with Burnaby School District #41 and the City of Burnaby. The field was a poly fibre carpet with sand and rubber infill product. The expected lifespan of the turf was 10 years and the warranty for the product performance was 8 years. Overall the field has performed well, however after 13 years in use, the carpet is now worn through and progressive compaction has created a very hard landing surface for players. In addition, since 2005 there have been improvements in the carpet fiber types and infills used in the industry. For these reasons the replacement of the field is required.

To: Parks, Recreation & Culture Commission  
 From: Director Parks, Recreation & Cultural Services  
 Re: Bylaw to Fund Byrne Creek Artificial Sportsfield Replacement  
 .....Page 2

## POLICY SECTION

The development and upgrades to community assets for recreation purposes aligns with the Corporate Strategic plan by supporting the following goals and sub-goals of the plan:

### A Safe Community

- Community amenity safety (provision of safe field condition to protect users from personal injuries)

### A Connected Community

- Social Connection (for players and spectators of sport)
- Geographic Connection (community location)

### A Healthy Community

- Healthy life (opportunity to play and move)
- Community involvement (to play, observe or support activity in the community)

**Artificial Turf Replacement Project** (DPW.0315) **\$1,600,000**

### Replacement Field Details

Through the reconstruction process, the old turf will be peeled off, the drainage substructure will be evaluated and replaced as required, a shock absorbing elastic layer will be installed, and finally the new turf would be rolled out, stitched and glued in place.

### Time Line

The objective is to complete the reconstruction of the field by 2018 August 15 and have it back in operation for the 2018 fall season. The timeline for the project is outlined below:

Completion of tender package	March
Tender and analysis	April
Council approval and award of contract	April
Reconstruction period	May – August
Reopening	September

These expenditures will be included in the 2018 – 2022 Provisional Financial Plan and sufficient Capital Reserve Funds are available to finance the capital projects outlined in this report.

### Summary

To: *Parks, Recreation & Culture Commission*  
From: *Director Parks, Recreation & Cultural Services*  
Re: *Bylaw to Fund Byrne Creek Artificial Sportsfield Replacement*  
.....Page 3

It is recommended that the Parks, Recreation and Culture Commission recommend Council authorize the City Solicitor to bring forward a Capital Reserve Fund bylaw in the amount of \$1,600,000 to finance the Artificial Turf Replacement Project as outlined in this report.



Dave Ellenwood  
DIRECTOR PARKS, RECREATION & CULTURAL SERVICES

HE:tc

p:\admin\tc\data\wp\he\reports\Bylaw to Fund Byrne Creek Artificial Field Replacement

cc: Director Finance  
City Solicitor



Item.....	4
Director's Report No.....	2
Meeting .....	2018 Feb 28

## COMMISSION REPORT

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

**DATE:** 2018 Feb 18

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

**FILE:** 62500-01

**SUBJECT:** 2018 FEBRUARY - PARKS, RECREATION AND CULTURAL  
SERVICES CAPITAL FUNDING BYLAW

**PURPOSE:** To request a Capital Reserve Fund Bylaw to finance the projects outlined  
in this report.

**RECOMMENDATION:**

1. **THAT** Parks, Recreation and Culture Commission recommend Council authorize the City Solicitor to bring forward a Capital Reserve Fund Bylaw in the amount of \$1,505,600 to finance the projects outlined in this report.

**REPORT****INTRODUCTION**

Bylaw funding approval is being requested to enable work to go ahead on the projects listed below. Expenditure for all projects is planned for 2018, subject to operating conditions.

**POLICY SECTION**

The projects identified in this report contribute to the Corporate Strategic Plan by providing:

- safe facilities
- improvements to the environment, and
- constructing and maintaining the Parks infrastructure to meet community needs.

To: Parks, Recreation and Culture Commission  
 From: Director Parks, Recreation and Cultural Services  
 Re: 2018 February - Parks, Recreation and Cultural  
 Services Capital Funding Bylaw

..... Page 2

**1. Riverway Golf Course** **\$370,000 (estimated)**  
**(DPX.0196)(DPW.0324)(DPW.0328)(DPW.0323)(DPW.0329)(DPX.0198)**  
**(DPW.0325)**

Upgrades to include:

- Increasing height of back fence line of both ranges.
- Enhancements to lighting and ball handling equipment
- Replacements and upgrades to irrigation systems and equipment.
- Redesign and development of playing areas to enhance safety & playability
- Addition of property boundary fencing to improve safety and control of course access
- Replacements of and additional Grid drainage piping for upgrades to irrigation system
- Upgrades to shop heating system and washroom facilities
- Modification and improvements to soil profile and over seeding with drought tolerant turf varieties.

**2. Burnaby Mountain Golf** **\$225,000 (estimated)**  
**(DPW.0331)(DPY.0072)(DPY.0093)(DPW.0327)(DPX.0195)(DPW.0322)**

Upgrades to include:

- Redesign and development of playing areas to enhance safety & playability
- Replacement and or upgrades of existing video surveillance cameras in pro shop and golf course to improve security and monitor pace and flow of golf course.
- A wide variety of minor equipment required for specialized duties
- Replacement of and additional Grid drainage piping to provide upgrades to existing irrigation systems
- Additional workspace furniture and equipment
- Modification and improvements to soil profile and over-seeding with drought tolerant turf varieties

**3. Burnaby Lake Rugby Clubhouse Wheelchair Lift** **\$100,000 (estimated)**  
**(DPX.0213)**

There has been a recent string of requests from the public for wheelchair access to the top floor of the Burnaby Lake Rugby Clubhouse. Currently the upper floor is inaccessible to people with mobility issues. This funding is to add a stair lift (equipment, installation and engineering) to make the upper floor, including the Tomahawk Room, accessible.

To: Parks, Recreation and Culture Commission  
 From: Director Parks, Recreation and Cultural Services  
 Re: 2018 February - Parks, Recreation and Cultural  
 Services Capital Funding Bylaw

Page 3

4. **Food Services Equipment (DPY.0087) (DPY.0051) \$109,600 (estimated)**  
 Funding to replace existing equipment and furniture related to the food service division. This business unit has a number of older chest freezers and fryers which need to be phased out over the next few years. \$50,000 will go towards the replacement of a portion of the existing equipment. \$50,000 will go towards the ongoing replacement of furniture related to the operation of the concession and restaurants, including tables and chairs. Finally, \$9,600 will be used for Electrical service upgrades to provide permanent wiring at the Burnaby Mountain Clubhouse for stand by power in the event of a power outage.
  
5. **Burnaby Village Museum \$199,000 (estimated)**  
**(DPX.0189, DPY.0089, DPX.0191, DPW.0321, DPW.0320)**  
 Replace flooring and wall paper in Love Farmhouse due to heavy visitor traffic. Replace and enhance décor items for Heritage Christmas. Remove and replace wood and construction storage shed due to pest infestation. Drainage and egress upgrades to meadow perimeter. Village road repairs due to snow and heavy vehicle traffic for event installations.
  
6. **Cultural Services Equipment (DPY.0090) \$100,000 (estimated)**  
 Replacement of cultural services equipment at the Burnaby Village Museum, Burnaby Art Gallery and Shadbolt Centre for the Arts, including display units, portable event components, tables, chairs, tents and cleaning equipment.
  
7. **Swangard Stadium Concession #2 (DPX.0205) \$100,000 (estimated)**  
 Swangard Stadium has two concessions and a storage area currently used for the operation of the food and beverage program. The first concession was modestly upgraded for the first time in 2017. This second concession and storage area have not been upgraded. This phase of funding allows for the upgrade of the second concession and improvements to the storage area including cold storage. The second concession is in desperate need of a new service gate, equipment upgrades and overall service enhancements to reflect the current demand and use. Items such as wiring, countertops, small cooking equipment, and cooler capacity will help to enhance the menu options as well as increase the speed of service capability. This modernization provides additional points of sale to assist staff in the delivery of service during peak events such as large sport events and celebrations.
  
8. **Barnet Beach Rental Room (DPW.0336) \$100,000 (estimated)**  
 The concession at Barnet Beach has been fully renovated, and the outdoor patio completed. The creation of a rental room from existing storage space will provide a covered space and would provide an enhanced opportunity for a gathering space for up to 30 people. This space will be programed for use by Food and Beverage staff for celebrations and events.

To: Parks, Recreation and Culture Commission  
 From: Director Parks, Recreation and Cultural Services  
 Re: 2018 February - Parks, Recreation and Cultural  
 Services Capital Funding Bylaw

..... Page 4

- 9. Shadbolt Centre Interior Fitouts** **\$80,000 (estimated)**  
**(DPY.0092)**  
 Replace studio window coverings (various) to improve operational convenience and aesthetics. Acquire new office desks and chairs to improve ergonomics.
- 10. Media Lab Renewal** **\$42,000 (estimated)**  
**(DPY.0082)**  
 This is asset replacement of the technology needs for the Media Lab which was established as a Shadbolt based program stream in 2012.
- 11. James Cowan Theatre Renewal** **\$80,000 (estimated)**  
**(DPX.0208)**  
 The renewal plan will follow from Asset Detail Report and include a new study into the condition of the theatre. 2018 will be the year to initiate the study with an assessment of the options and related costs to be considered for action in subsequent years.

These expenditures will be included in the 2018 – 2022 Provisional Financial Plan and sufficient Capital Reserve Funds are available to finance the capital projects outlined in this report.

## RECOMMENDATION

It is requested that the Parks, Recreation and Culture Commission recommend Council authorize the City Solicitor to bring forward a Capital Reserve Fund Bylaw in the amount of \$1,505,600 to finance the 11 projects outlined in this report



Dave Ellenwood  
 DIRECTOR PARKS, RECREATION and CULTURAL SERVICES

DH:km:tc  
 P:\Admin\Clerical\Staff\DH\Commission

Copied to Director of Finance  
 City Solicitor