



PARKS, RECREATION AND CULTURE COMMISSION

NOTICE OF OPEN MEETING

DATE: WEDNESDAY, 2018 MAY 16

TIME: 7:00 P.M.

**PLACE: CAMERON RECREATION CENTRE
HEMLOCK/SPRUCE ROOM, 9523 CAMERON STREET**

A G E N D A

1.	<u>CALL TO ORDER</u>	<u>PAGE</u>
2.	<u>MINUTES</u>	
	a) Open meeting of 2018 April 18	1
3.	<u>CORRESPONDENCE</u>	
	a) City Clerk Re: Safety and Security Enhancements in Parks and Public Places	7
	b) City of Burnaby United Way 2018 Committee Chair Re: 2018 City of Burnaby Employees Workplace United Way Campaign	15
4.	<u>DIRECTOR'S REPORT</u>	
	a) Director's Report No. 5 2018 May 16	16
	i) 2018 Annual United Way Campaign - Request for Support	17
	ii) 2018/2019 Community School Grant	20
	iii) Fee Waiver Request - Gadabouts Picnic	26
	iv) Burnaby Village Museum - Parks, Recreation and Cultural Services Capital Funding Bylaw	29

5. **NEW BUSINESS**
6. **INQUIRIES**
7. **PUBLIC COMMENT/QUESTION PERIOD**
8. **ADJOURNMENT**



PARKS, RECREATION AND CULTURE COMMISSION MINUTES

Wednesday, 2018 April 18

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 April 18 at 7:00 p.m.

1. CALL TO ORDER

PRESENT: Councillor Paul McDonell, Chair
 Commissioner Guyle Clark
 Commissioner Stace Dayment
 Councillor Dan Johnston
 Commissioner Barbara Larkin
 Commissioner Lance Matricardi, Deputy Chair
 Commissioner Dan Staschuk
 School Trustee Baljinder Narang

ABSENT: Commissioner Karin Alzner
 Commissioner James Jang

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
 Mr. Dean Pelletier, Manager - Business Operation
 Ms. Heather Edwards, Manager – Parks Planning, Design & Dev.
 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 COUNCILLOR JOHNSTON
SECONDED BY COMMISSIONER LARKIN

"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 2018 March 21**

MOVED BY COUNCILLOR JOHNSTON
SECONDED BY COMMISSIONER LARKIN

“THAT the minutes of the Open Commission meeting held on 2018 March 21 be now adopted.”

CARRIED UNANIMOUSLY

3. DELEGATION

MOVED BY COMMISSIONER STASCHUK
SECONDED BY COMMISSIONER MATRICARDI

“THAT the delegation be heard.”

CARRIED UNANIMOUSLY

a) Mr. Darcy Olson
Re: Cherry Blossom Festival, Migratory Bird Month and Park
Dedication to Mr. James Barrington

Mr. Darcy Olson inquired regarding the Commission's decision on his proposals for a cherry blossom festival, migratory bird month and park dedication to Mr. James Barrington.

The Commission recognized the number of festivals in Burnaby and several cherry blossom festivals in neighbouring municipalities. It was determined that Mr. Olson was seeking a proclamation of cherry blossom month and migratory bird month. The Commission concluded that it would be appropriate to refer Mr. Olson's proposals to the Mayor's Office for consideration of a proclamation. With the restructuring of Committee functions, it would be appropriate to refer Mr. Olson's request to dedicate a park to Mr. James Barrington to the Financial Management Committee of Council for consideration.

The Chair thanked Mr. Olson for his delegation.

4. DIRECTOR'S REPORT

a) Director's Report No. 4
2018 April 18

The Director Parks, Recreation and Cultural Services submitted his Report No. 4, dated 2018 April 18, covering items listed i - iv.

MOVED BY COUNCILLOR JOHNSTON
SECONDED BY COMMISSIONER DAYMENT

“THAT the Director’s Report be received.”

CARRIED UNANIMOUSLY

i) Burnaby New West Walk30 Challenge Draw Prizes

The WALK30 Challenge is intended to inspire those who live, work, shop or play in Burnaby to walk at least 30 minutes a day for better health and to re-think how we get around our community. Funding is provided in part by an Active Communities Grant from the Ministry of Health. A wrap-up celebration will be held on May 12 at Edmonds Community Centre Plaza and prize draws are planned to encourage participants to expand or extend their healthy habits by participating in new healthy physical activities.

It was recommended:

1. THAT approval be given to provide four one month bActive passes as draw prizes for the Burnaby New West Walk30 Challenge wrap-up event to be held at Edmonds Community Centre 2018 May 12.

MOVED BY COMMISSIONER STASCHUK
SECONDED BY COMMISSIONER DAYMENT

“THAT the recommendation be approved.”

CARRIED UNANIMOUSLY

ii) Eileen Dailly Leisure Pool and Fitness Centre’s 25th Anniversary Celebration Change of Date

To truly celebrate the 25th anniversary of Eileen Dailly Leisure Pool and Fitness Centre, the event will be changed to Saturday, 2018 May 12. The change to the weekend date will encourage greater attendance by citizens and will allow for a variety of activities to be planned in and out of the pool.

It was recommended:

1. THAT approval be given to change the day of the Eileen Dailly 25th Anniversary Celebration to Saturday, 2018 May 12.
2. THAT approval be given for a fee waiver for the Family Swim on Saturday, May 12th from 12:30 p.m.-3:00 p.m.

MOVED BY COMMISSIONER STASCHUK
SECONDED BY COMMISSIONER MATRICARDI

“THAT the two recommendations be approved.”

CARRIED UNANIMOUSLY

iii) Theatre Projects - Parks, Recreation and Cultural Services Capital Funding Bylaw

Bylaw funding approval is requested to enable work to go ahead on the Theatre Manager and Theatre Lighting, Sound and Flooring projects. The expenditures are included in the 2018 – 2022 Provisional Financial Plan

It was recommended:

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 \$95,500 to finance the projects as outlined in this report.

MOVED BY COUNCILLOR JOHNSTON
SECONDED BY COMMISSIONER CLARK

“THAT the recommendation be approved.”

CARRIED UNANIMOUSLY

iv) 2018/2019 Facility Use, Program and Services Fee Schedule

New fees are established in the spring to enable staff to program for the fall session and prepare the Provisional Budget for the upcoming year using the appropriate fees. The Facility Use Fee Schedule Bylaw Fees establishes amounts for admissions and allotments and the Non-Bylaw Program and Service Fee document establishes amounts for programs and services. The 2018/2019 fees will be advertised in the Fall/Winter Leisure Guide which is distributed 2018 August.

It was recommended:

1. THAT the 2018/2019 Facility Use Fee Schedule Bylaw Fees (Attachment #1) be recommended to Council for approval, as outlined in this report.
2. THAT the 2018/2019 Non-Bylaw Program and Service Fees (Attachment #2) be approved, as outlined in this report.
3. THAT Council be requested to authorize the City Solicitor to bring forward the necessary amendments to the following bylaws for consideration:
 - Burnaby Recreation Fees and Admissions Bylaw 2018
 - Burnaby Shadbolt Centre and Burnaby Art Gallery Rental Fee Bylaw 2018
 - Burnaby Village Museum Fees Bylaw 2018.

MOVED BY COUNCILLOR JOHNSTON

SECONDED BY COMMISSIONER MATRICARDI

"THAT the three recommendations be approved."

CARRIED UNANIMOUSLY

8. NEW BUSINESS

MOVED BY COUNCILLOR JOHNSTON

SECONDED BY COMMISSIONER MATRICARDI

- "1. THAT Mr. Darcy Olson's letter requesting proclamations of cherry blossom month and migratory bird month be referred with an explanation to the Mayor and Council for consideration.
- 2 THAT the request to re-name a park after Mr. James Barrington be referred to the Financial Management Committee for consideration."

CARRIED UNANIMOUSLY

9. INQUIRIES

Commissioner Matricardi requested an update on the proposed covered sports box construction project.

The Chair advised that soil testing is being done to find a suitable site.

Commissioner Clark requested that a 'sand and seed' program be established for the fairways in our golf courses.

A report will be provided to the Commission on this matter.

Commissioner Larkin requested that an invitation from the Stoney Creek Environment Committee to attend the 2018 Great Salmon Send-Off on May 12 at Stoney Creek Community School be forwarded to all Commissioners.

Staff will take it under advisement.

School Trustee Narang inquired regarding the repair of potholes on Deer Lake Beach parking lot.

Councillor Johnston advised that Engineering staff will begin maintenance and repair in May to avoid frost which would impact on paving.

10. ADJOURNMENT

MOVED BY COUNCILLOR JOHNSTON
SECONDED BY COMMISSIONER MATRICARDI

"THAT the Open Commission meeting do now adjourn."

CARRIED UNANIMOUSLY

The Open Commission meeting adjourned at 7:26 p.m.

Kathryn Matts
COMMISSION SECRETARY

Councillor Paul McDonell
CHAIR

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Commission Agenda
Date2018 May 16
Correspondence(a)

-7-



Meeting 2018 May 07
COUNCIL REPORT

FINANCIAL MANAGEMENT COMMITTEE

*HIS WORSHIP, THE MAYOR
AND COUNCILLORS*

SUBJECT: SAFETY & SECURITY ENHANCEMENTS IN PARKS AND PUBLIC PLACES

RECOMMENDATIONS:

1. THAT Council receive this report for information.
2. THAT a copy of the report be sent to the Public Safety Committee and the Parks, Recreation and Culture Commission for information.

REPORT

The Financial Management Committee, at its meeting held on 2018 April 17, received and adopted the attached report providing information regarding safety and security enhancements in parks and public places.

Respectfully submitted,

Councillor D. Johnston
Chair

Councillor C. Jordan
Vice Chair

Copied to:	City Manager Director Parks, Recreation & Cultural Services Director Finance Director Public Safety & Community Services City Solicitor
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Meeting 2018 Apr 17
COMMITTEE REPORT

TO: CHAIR AND MEMBERS
FINANCIAL MANAGEMENT COMMITTEE

DATE: 2018 April 17

FROM: DIRECTOR PARKS, RECREATION &
CULTURAL SERVICES

FILE: 62000-00

SUBJECT: SAFETY & SECURITY ENHANCEMENTS IN PARKS AND PUBLIC
PLACES

PURPOSE: To request the use of Gaming Reserves to finance the project included in the Capital Plan.

RECOMMENDATIONS:

1. **THAT** the Financial Management Committee authorize the use of Gaming Reserves in the amount of \$950,000 to finance the project included in the Capital Plan, as outlined in this report.
2. **THAT** a copy of the report be sent to the Public Safety Committee and the Parks, Recreation and Culture Commission for information.

REPORT

INTRODUCTION

Patron safety in parks has been an ongoing concern for park designers and operations personnel throughout the decades. Current park planning procedures follow Crime Prevention through Environmental Design principles (CPTED), ensuring safety and security measures are implemented incrementally as part of redevelopment plans.

The following report provides a description and timeline of new initiatives outlined in the 2017 October 03 report to Council on Safety and Security in Parks and Open Spaces. The first segment of the program, the Bike Patrol initiative organized by the City will begin operation in 2018. This report outlines additional Parks initiatives that will proceed in 2018/2019 and measures that will be added pending review and approval by appropriate authorities.

To: Financial Management Committee
 From: Director Parks, Recreation & Cultural Services
 Re: SAFETY & SECURITY ENHANCEMENTS IN
 PARKS AND PUBLIC PLACES
 2018 Apr 17.....Page 2

POLICY SECTION

The proposed projects align with the City of Burnaby's Corporate Strategic Plan, by supporting the following goals and sub-goals of the Plan.

- A Safe Community
 - Crime prevention and reduction.
 - Emergency preparedness.
 - Emergency services.
 - Transportation Safety
 - Community amenity safety.
- A Connected Community
 - Geographic connection.

PROPOSED ACTION ITEMS

Trail Lighting

Park lighting has been installed in select locations for a variety of purposes. In Central Park, the most recent installations have been along Boundary Road in conjunction with the first phase of the perimeter trail. Ongoing installations will happen in conjunction with planned trail development and park upgrades. Lighting is intended to serve the following needs:

- Illuminating areas that can be monitored by surrounding residents.

In Central Park, this will be achieved through the installation of pedestrian lighting along the perimeter trail, to accomplish the end result of a lit pedestrian trail that circumnavigates the Park. The trail lighting program will be implemented as follows:

- Boundary Road Section (Imperial to 45th Avenue) – installed in 2017.
- Patterson Section (Imperial to Beresford Street) 2018/2019.
- Imperial Section (from Boundary to Patterson) 2019/2020
- Boundary Extension (45th to Kingsway) *future*.
- Patterson Extension (Beresford Street to Kingsway) *future*.
- Lighting specific destination zones and pathways that connect to them.

Throughout the parks system where activity is expected at dusk or dawn, such as dog off leash areas, lighting will be added for safety and security both at the destination and along the trail connections to the proximate parking area. In

To: Financial Management Committee
 From: Director Parks, Recreation & Cultural Services
 Re: SAFETY & SECURITY ENHANCEMENTS IN
 PARKS AND PUBLIC PLACES

2018 Apr 17.....Page 3

Central Park the lighting between the parking lot and the outdoor pool, and, BC Parkway and Variety Playground will be upgraded. This work will begin in 2018 and continue as funds permit.

- Illuminating trail heads.

There are multiple primary and secondary trail heads and juncture points within Central Park. Some will be lit through the proposed lighting additions; however, other locations will require identification and site truthing before being put forward for lighting consideration. The plan going forward in 2018 will unfold as follows:

- Hierarchical rating of existing trail heads and junctures based on use patterns.
- Location of new light fixtures and definition of types.
- Design and cost estimating of site works.
- Installation.

Signage

Sign kiosks exist in 5 locations within Central Park. Each of these will continue to be updated with directional and information signage.

Secondary and tertiary points along pedestrian trails where they split into different directions will be identified in anticipation of the addition of directional signage to facilitate movement in the park. This work will be undertaken in 2018 with installation continuing into 2019. The work will include:

- Identification of locations for additional signage.
- Design of signs that will include GPS site reference for security reporting.
- Order and installation of signs and related support systems.

Security Cameras

Staff are proposing to install security cameras at select points in Central Park. The camera operation will comply with Freedom of Information and Privacy Act (FIPPA) regulations. Recorded footage of these cameras will be used to gather potential evidence in the event that illegal activities take place within the park.

The criteria for site selection were identified as high use zones that can provide visual information on people entering and leaving the park. In Central Park, the pedestrian high use entry zones coincide with the five information kiosks situated on the edges of the park as illustrated in Attachment #1.

To: Financial Management Committee
 From: Director Parks, Recreation & Cultural Services
 Re: SAFETY & SECURITY ENHANCEMENTS IN
 PARKS AND PUBLIC PLACES
 2018 Apr 17.....Page 4

Following installation of the cameras, the information flow systems will be operationalized using the same processes and protocols that currently are in use at other parks and recreation facilities.

An evaluation of the program outcomes and operational impacts will be used to inform the timing and need for expansion into other park entry zones on the perimeter of the parks and in parking areas.

Call Boxes

The purpose of the call box program is to connect people instantly with first responders, (which means, direct contact to 911 dispatch). The stated objectives were to establish locations that could be powered efficiently, and that would create a 'Help Zone' which is lit, with signage indicating video monitoring is in effect. The equipment would include an auto locator and would be FIPPA compliant.

The first step is to install a prototype call box to gauge their effectiveness and usefulness. Concerns related to false calls and mischief calls can be monitored and reviewed in relation to location. Potential action plans will be set in place to mediate unwarranted use.

The current design and technology for call boxes offer systems that combine the call box with a top-mounted security camera so in select locations the callbox and a security camera will function as one unit within the proposed Help Zone. The approach for installation of call boxes will begin with a pilot program that would have help zones and call boxes at 2 locations in Central Park (Attachment #1). The location and usefulness of the boxes will be reviewed in 2019/2021 with feedback from RCMP and the public. The expansion of location and frequency of future call box locations throughout the park will be brought forward to the Parks, Recreation and Culture Commission and Council for consideration at that time.

FUNDING

Initiatives beginning in 2018 will expand and continue as the safety and security program unfolds. For 2018/2019 the estimated budget allocation will be as follows:

Kiosk signage, trail directional signage Including posts, signs	\$70,000
Lighting (poles and power sources) Central Park Pool to the parking lot BC Parkway to Variety Playground Perimeter Trail - Imperial Section Perimeter Trail - Boundary Extension around the Stadium Perimeter Trail - Patterson Extension - Beresford to Kingsway	\$610,000

To: Financial Management Committee
 From: Director Parks, Recreation & Cultural Services
 Re: SAFETY & SECURITY ENHANCEMENTS IN
 PARKS AND PUBLIC PLACES
 2018 Apr 17.....Page 5

Security cameras (5 locations)	\$180,000
Assessment review	
Cameras	
Installation	
Storage systems	
Labour to operate	
Help Zone blue box systems (2 locations)	\$90,000
Hardware	
power source hook-up	
installation	

Gaming Funds will be required to fund the program that will unfold over the next few years. While this report requests funding based on the best cost information available at this time, the actual costs will be linked to ground conditions that will vary, specifically for lighting and security cameras where power will be required. These costs are targeted for improvements largely in Central Park but will also include the zones in various parks in the future. Staff will evaluate on a yearly basis the additional safety and security measures required in Central Park and other locations. The information will be brought back to Council for consideration.

These expenditures are included in the 2018–2022 Provisional Plan and sufficient Gaming reserve are available to finance the projects outlined in this report.

RECOMMENDATION

It is recommended that Financial Management Committee authorize the use of gaming reserves in the amount of \$950,000 to begin the design and construction of the security measures and associated studies as outlined in this report.

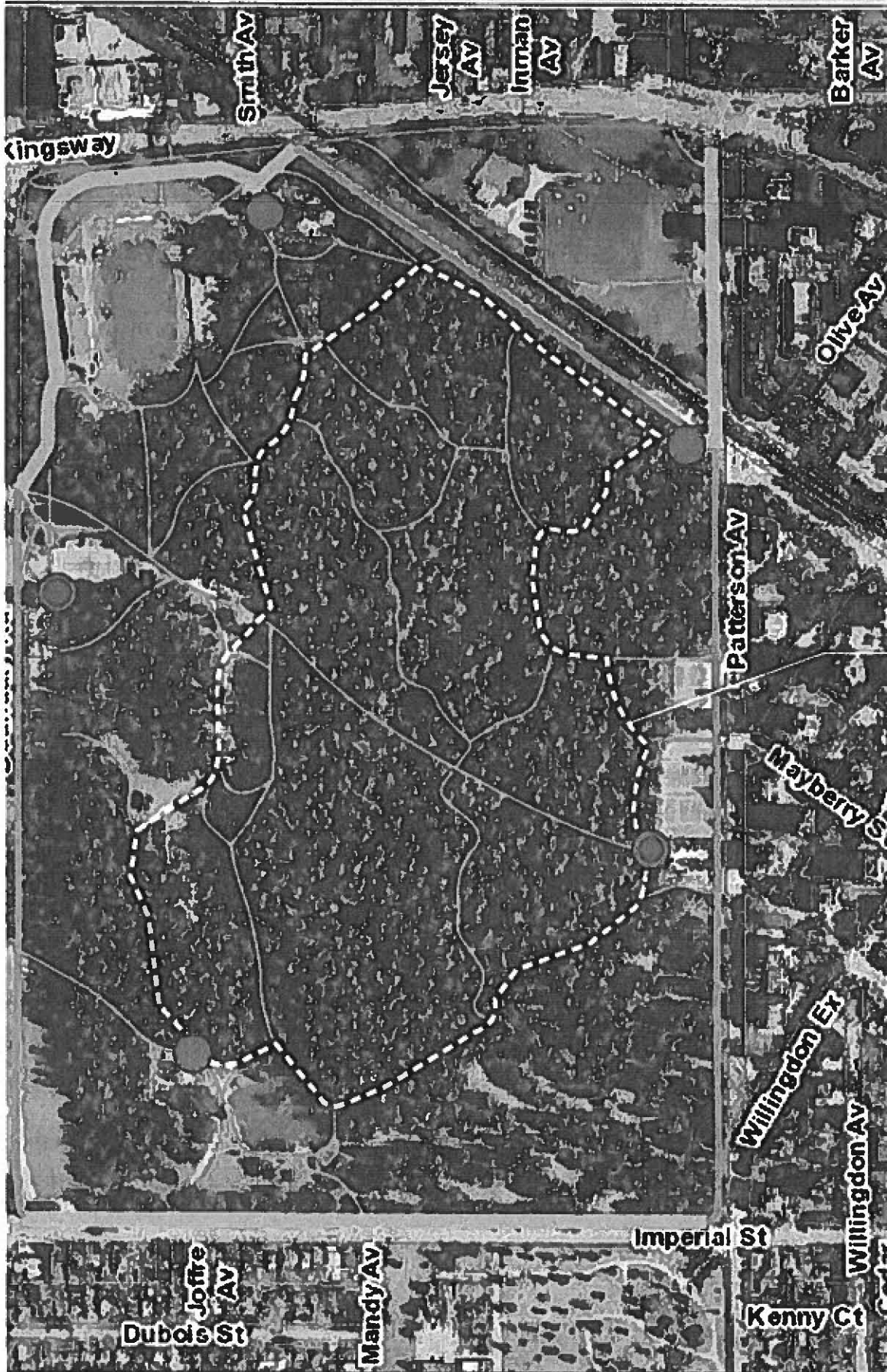
Dave Ellenwood
 DIRECTOR PARKS, RECREATION & CULTURAL SERVICES

HE:tc

Attachment

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Copied to: Director Finance
 City Solicitor



Attachment #1

TRAIL OF HOPE

- Information & way finding kiosk (5)
- Help Zone & call box
- Future perimeter trail with lighting



CENTRAL PARK: Safety Improvement Site Plan

Date: April 201
Drawn by: K. C. Lee



Commission Agenda Date2018 May 16 Correspondence (b)



2018 April 17

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

RE: 2018 CITY OF BURNABY EMPLOYEES WORKPLACE UNITED WAY CAMPAIGN

The City of Burnaby Employees United Way Workplace Campaign Committee is in the planning and development stage for our 2018 campaign. We will be contacting local businesses to request **non-monetary contributions** to recognize City of Burnaby employees who contribute to our United Way fundraising campaign either through ongoing payroll deductions or lump sum donations.

The City's Employee Workplace United Way Campaign contributions support the **United Way of the Lower Mainland** for the benefit of those in need in our community. Additional information about the United Way of the Lower Mainland is available at www.uwlm.ca.

The 2018 campaign runs from September 1 to September 30. We welcome any contribution that the Parks, Recreation, and Culture Commission could make to enhance the success of this year's fundraising efforts. We hope you will renew the support you have provided to our previous United Way campaigns by providing admission passes that reflect the wide range of activities and services offered by the Department.

We know that our continued success would not be possible without your support and for that we are very grateful. If you have any questions regarding our campaign or would like to arrange for donation pick-up, please contact Lisa Patek at 604-205-3006.

Thank you for your continued support.

Yours truly,

Lisa Patek
 City of Burnaby,
 United Way 2018 Committee Chair
 Tel: 604-205-3006
lisa.patek@burnaby.ca

NOTE

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

O:\United Way\Campaign 2018\Letters\Donation Request Letter to Parks Commission.docx

CITY OF BURNABY
PARKS, RECREATION AND CULTURAL SERVICES DEPARTMENT

DIRECTOR'S REPORT NO. 5, 2018

2018 MAY 16

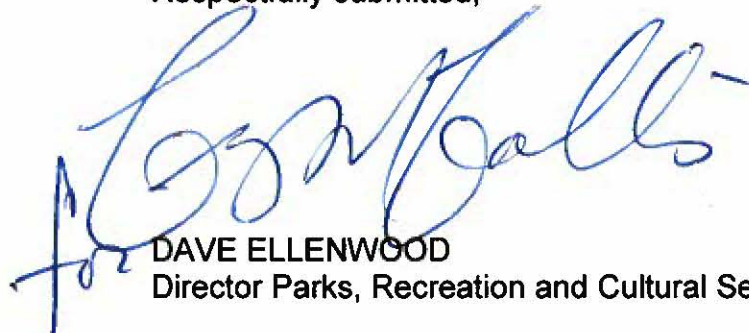
BURNABY PARKS, RECREATION AND CULTURE COMMISSION

Ladies and Gentlemen:

Your Director reports as follows:

<u>ITEM</u>	<u>DESCRIPTION</u>
1.	2018 Annual United Way Campaign - Request for Support
2.	2018/2019 Community School Grant
3.	Fee Waiver Request - Gadabouts Picnic
4.	Burnaby Village Museum - Parks, Recreation and Cultural Services Capital Funding Bylaw

Respectfully submitted,

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

DAVE ELLENWOOD
Director Parks, Recreation and Cultural Services



Item.....	1
Director's Report No.	5
Meeting.....	2018 May 16

COMMISSION REPORT

TO: CHAIR AND MEMBERS
PARKS, RECREATION AND CULTURE
COMMISSION

DATE: 2018 May 09

FROM: DIRECTOR PARKS, RECREATION AND
CULTURAL SERVICES

FILE: 66000-20

SUBJECT: 2018 ANNUAL UNITED WAY CAMPAIGN - REQUEST FOR SUPPORT

PURPOSE: To request support for the City of Burnaby 2018 United Way Workplace Campaign, and provide incentive prizes for the campaign.

RECOMMENDATIONS:

1. **THAT** Commission support the City of Burnaby 2018 United Way Workplace Campaign with a donation of recreation passes, cultural services admissions, rounds of golf and a lunch or dinner for two at Burnaby Mountain valued at \$50.00.
2. **THAT** a copy of this report be forwarded to Lisa Patek - Chair of the City of Burnaby United Way Campaign Committee.

REPORT**INTRODUCTION**

Appearing as correspondence is a request from the employees of the City of Burnaby 2018 United Way Steering Committee for a contribution of passes and a restaurant gift certificate to support the campaign.

The City of Burnaby strongly supports the United Way annual fundraising drive and continues to be recognized as a leader of municipal campaigns in the Lower Mainland. The steering committee and canvassers for the campaign are comprised of staff from all departments, who are actively involved in organizing education and training sessions, awareness and kickoff events, canvassing and prize draws. This year's campaign commences Friday, 2018 September 01 and runs until September 30.

For many years the Commission has supported the campaign and donated a variety of recreation admission passes, Burnaby Village Museum admissions and rounds of golf. The City of Burnaby 2018 United Way Steering Committee is once again requesting that the Commission continue with their support and provide a selection of passes as incentive prizes.

To: Parks, Recreation & Culture Commission
From: Director Parks, Recreation & Cultural Services
Re: 2018 Annual United Way Campaign - Request
for Support

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POLICY SECTION

The United Way Campaign is aligned with the City of Burnaby's Corporate Strategic Plan by supporting the following Goals:

A Connected Community

- Social connection
- Enhance social connections throughout Burnaby
- Partnership
- Work collaboratively with associations

An Inclusive Community

- Create a sense of community

A Healthy Community

- Community involvement

A Dynamic Community

- Economic opportunity

A Thriving Organization

- Organizational culture

The incentive prizes are intended to generate new users, promote existing services and expose city staff to Parks, Recreation and Cultural Services facilities and services, with little impact on facility revenue expectations. Attachment #1 is a recommended list of passes and admissions.

RECOMMENDATION

Many local businesses and organizations also assist with the donation of prize draw items. The draw begins in late September for all employees who contribute to the campaign. The listing of prizes, donors and winners is posted throughout City workplaces. It is recommended that the Commission support the 2018 United Way Campaign by providing the requested donations for prizes.



Dave Ellenwood
DIRECTOR PARKS, RECREATION & CULTURAL SERVICES

TK:tc

Attachment

P:\admin\tc\data\wp\2018Annual United Way Campaign

Attachment #1

BURNABY PARKS, RECREATION AND CULTURE COMMISSION
PARKS, RECREATIONS AND CULTURAL SERVICES PASS DONATIONS

2018 City of Burnaby Employee United Way Campaign Incentive Prize Draw

Be Active Pass – 1 month <ul style="list-style-type: none"> Inclusive all site pass, valid for weight rooms, aqua-fitness, public swims, fitness classes, studio cycling and public skates. Bonsor or Cameron racquetball or squash court holder portion 	10 passes
Yoga & Pilates Studio Punch Card – 10 admissions <ul style="list-style-type: none"> Valid at Bonsor Recreation Complex 	1 punch card
Public Skate Punch Card – 10 admissions <ul style="list-style-type: none"> Valid at Bill Copeland, Burnaby Lake and Kensington Arenas for public skating 	4 punch cards
Burnaby Village Event Admissions <ul style="list-style-type: none"> Haunted Village – 4 admissions Carousel Rides – 6 admissions 	10 admissions
Golf <ul style="list-style-type: none"> 18 holes of golf valid at either Riverway or Burnaby Mountain Golf Courses 18 holes of golf valid at either Central Park or Kensington Pitch and Putt Lunch or dinner for 2 at Burnaby Mountain valued at \$50 (Alcohol not included). 	2 rounds 2 rounds 1 certificate



Item.....	2
Director's Report No.....	5
Meeting	2018 May 16

COMMISSION REPORT

TO: CHAIR AND MEMBERS
PARKS, RECREATION & CULTURE
COMMISSION

DATE: 2018 May 09

FROM: DIRECTOR PARKS, RECREATION &
CULTURAL SERVICES

FILE: 9100-20

SUBJECT: 2018/2019 COMMUNITY SCHOOL GRANT

PURPOSE: To request approval and authorization of an agreement with the Burnaby School District #41 for the support and operation of eight Community Schools.

RECOMMENDATIONS:

1. **THAT** approval be given for the expenditure of \$484,238 as the City of Burnaby's share of the operating funds for the 2018/2019 Community School Program.
2. **THAT** the Parks, Recreation and Culture Commission recommend Council authorize the execution of an agreement with the Burnaby School District #41 for the support and operation of eight Community Schools (Byrne Creek, Edmonds, Gilmore, Lochdale, Maywood, Second Street, Stoney Creek and Stride Avenue).
3. **THAT** a copy of this report be forwarded to the Burnaby Board of Education for their information.

REPORT

The City of Burnaby and School District #41 have been working together since 1974 to provide services to the citizens of Burnaby. The eight Burnaby Community Schools fill a valuable role in our neighbourhoods, welcoming community into the facilities throughout the day for programs, events, resources, and community spaces. They provide an additional layer of recreation and community services to the citizens of Burnaby in a warm, inviting and encouraging environment. This longstanding relationship, supported by the funding, allows the following to be achieved:

- **Integrated services with agencies and organizations:** Burnaby Neighbourhood House, Fraser Health, Burnaby Family Life, MCFD for example

To: Parks, Recreation & Culture Commission
 From: Director Parks, Recreation & Cultural Services
 Re: 2018/2019 Community School Grant

Page 2

- **Innovative early learning initiatives:** Learning Together, On My Way to Kindergarten, IPALS for Newcomer families and Building Bridges
- **Youth connections:** training youth in High 5 Principles of Healthy Child Development has increased youth engagement in mentorship, C.O.R.E. and program leadership/volunteerism in Community School programs
- **Community connections and engagement:** community round table discussions with community partners, parents, school district staff, program service providers and representative from HELP examine community MDI data
- **Family support services:** PIE + at Edmonds with Canucks Family Education Centre, Cameray, Information Children, Burnaby Family Life, BCIT and Douglas College Practicum Nursing Students are a few examples
- **Lifelong learning:** Each Community School offers some combination of the following programs for community members from the early to the senior years:
 - ✓ **Tutoring, Homework/Language:** Math Buddies, 1:1, Homework Club, Breakfast Club, ELL Conversation
 - ✓ **Physical Activity/Sports:** Soccer, Open Gym, Yoga, CORE, Kids Out in the Rain, Basketball, Floor Hockey, Rock Climbing, Swimming, Canoeing, Taekwondo
 - ✓ **Social/Emotional/Mentoring/Life Skills:** Big Buddies, Friendship Group, Go Girls, Kids in the Kitchen, Stay in Focus, Kids Club, Keeping Cool for Boys, Nobody's Perfect, Teen Big Buddies, Pre-Teen Club, Between Generations
 - ✓ **Arts/Music:** Multi-Media, Clay, Drawing, Photography, Paint Club, Bhangra Dancing, Break Dancing, Hip Hop, Paint & Sketch, Cartooning, Choir, Rock IT
 - ✓ **Nutrition/Health:** Gardening Club, Breakfast Club, Kids in the Kitchen, After School Snack Attack, Meals Around the World, Wellness Series, Iron Chef, Global Snacks, First Aid, Muffins & Cookies, Numbers & Nibbles, Super Snacks & Sports, Cooks & Books
 - ✓ **Leadership:** Leadership, Run & Read, Babysitting, Environmental Stewardship, Scores in Action, Junior Coach
 - ✓ **Creative:** MindBlown, Lego, Cooking & Crafts, Tech Toys, Mad Science, Science Discoveries, Nature Club, Learn to Sew, Brickology, Games Galore, Beanie Babies, Knitting Club, Tinker, BLAST, Stoney Creek Rangers, Game On, Aboriginal Program, Hang Time, Run & Read, Rock IT, Friendship Club

To: Parks, Recreation & Culture Commission
 From: Director Parks, Recreation & Cultural Services
 Re: 2018/2019 Community School Grant

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The District Community School Advisory and Coordinating Committee (DCSACC) membership consists of parent representatives from each community school, one School Trustee, one Commission member, one Council member and one member at large. At its meeting of 2018 April 19, DCSACC approved the 2018/2019 Community School budget. As has been the practice for many years, the Committee requested that the School District and the City of Burnaby provide the funds for the continued operation of the eight Community Schools for the upcoming school year.

A letter from the Burnaby School District #41 (Attachment #1) includes the request and outlines the Community Schools' operating budget and funding sources for the upcoming year. This budget requests a \$13,339 increase to overall base contribution levels from the City to address projected increases for employee benefits and inflation for supplies and services for 2018/2019. The School District will be increasing its contribution by \$20,863. This funding is distributed equally to each school and covers the core funding requirements. All community schools supplement their community education programs and neighbourhood activities through a variety of fund raising activities, grants, donations and sponsorships.

POLICY

The Community School Grant aligns with the Corporate Strategic Plan by:

A Connected Community

- Enhance social connections throughout Burnaby
- Work collaboratively with educational institutions

An Inclusive Community

- Ensure City services fully meet the needs of our dynamic community
- Provide opportunities that encourage and welcome all community members and procreate a sense of belonging

A Healthy Community

- Encourage opportunities for healthy living and well-being
- Improve upon and develop programs and services that enable ongoing learning

A Dynamic Community

- Manage change by balancing economic development with environmental protection and maintaining a sense of belonging

A Thriving Organization

- Ensure that our core values are reflected in our policies, programs and service delivery

To: *Parks, Recreation & Culture Commission*
From: *Director Parks, Recreation & Cultural Services*
Re: *2018/2019 Community School Grant*
..... Page 4

RECOMMENDATION

It is recommended that approval be given for the expenditure of \$484,238.00 as the city's share of the funds to operate Burnaby's Community schools. The funds are included in the City's Annual Budget.



Dave Ellenwood
DIRECTOR PARKS, RECREATION & CULTURAL SERVICES

RJ:km:tc
Attachment

P:/admin/tc/rj/Community School Grant for 2018-2019.docx

cc: Director Planning and Building
City Solicitor



RECEIVED
Parks, Recreation & Cultural Services
APR 27 2018

April 23, 2018

Refer To	Initials
de	

Mr. Dave Ellenwood, Director
Burnaby Parks, Recreation & Cultural Services
#101 – 4946 Canada Way
Burnaby, BC V5G 4H7

Re: 2018-19 Budget for Community Schools

Dear Mr. Ellenwood,

At its April 19, 2018 meeting, the District Community School Advisory and Coordinating Committee (DCSACC) approved the following recommendation:

THAT the proposed 2018-19 Community School Budget (attached) be approved and that the Burnaby Board of Education and the City of Burnaby each be requested to include in their respective budgets, the amounts requested for the support and operation of community schools during the 2018/2019 school year.

Please consider this letter as the formal request to include in the City's operating budget, the sum of \$484,238 as its share of the funds required to support Burnaby's Community School Program for the 2018-19 school year.

DCSACC also wishes to acknowledge and thank the City Council, Burnaby Parks, Recreation and Cultural Commission, and the Burnaby Board of Education for their ongoing support of Burnaby's vibrant Community School program.

Please find attached an operating budget information sheet that provides an overview of the 2018/2019 budget, process and guiding principles.

If you require further information, please contact me at 604.296.6900, ext 661008.

Sincerely,

Wanda Mitchell
Assistant Superintendent

WM/dja

encl.

c: Robin Juergensen, City of Burnaby Recreation Services Manager
James Wang, City of Burnaby Councillor
Lance Matricardi, Parks, Recreation & Cultural Commissioner
Margaret Manifold, City of Burnaby Senior Planner
Ron Burton, Board of Education Chair
Sheri Brattston, Burnaby School District

2018/2019 COMMUNITY SCHOOL OPERATING BUDGET INFORMATION

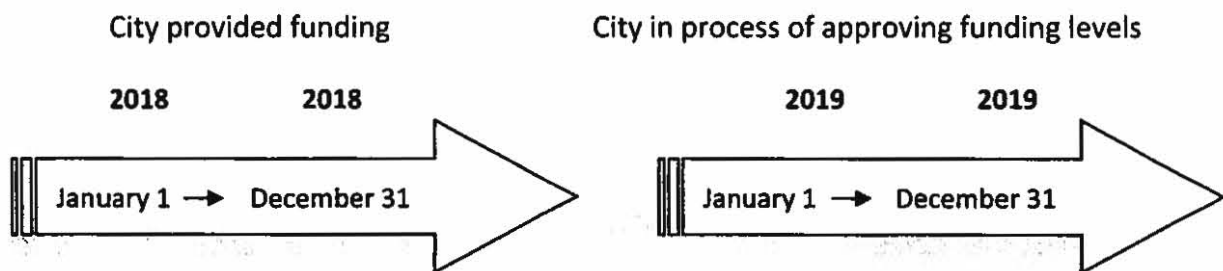
The community school program in Burnaby is supported by an integrated funding model involving the school district, City of Burnaby, provincial government, organizations and community residents.

The City of Burnaby and the school district have an operating agreement which outlines the process for receiving community school designation status and a funding formula to support community school operations.

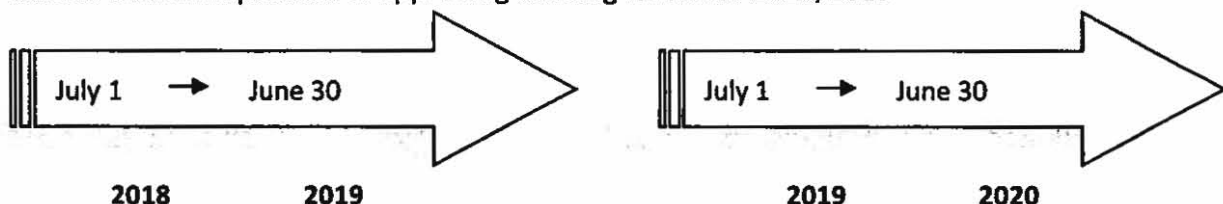
The provincial government through the Ministry of Education's CommunityLINK funding provides the school district with the funds to support a number of school based social service programs such as school meals, children, youth and family support services and community schools. Many of these services are integral elements of the district's community school model.

The community school budget merges the school district financial year (school year July 1 – June 30) with the city (calendar year January 1 – December 31) to produce an 18 month budget cycle. It is further complicated by the provincial government's budget year (April 1 – March 31). The budget that is being proposed is for the 2018-19 school year (July 1, 2018 to June 30, 2019).

The following graphic may be helpful in understanding how the funding partnership works:



School district in process of approving funding levels for 2018/2019





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Meeting	2018 May 16

COMMISSION REPORT

TO: CHAIR AND MEMBERS
PARKS, RECREATION & CULTURE
COMMISSION

DATE: 2018 May 09

FROM: DIRECTOR PARKS, RECREATION &
CULTURAL SERVICES

FILE: 7000-01

SUBJECT: FEE WAIVER REQUEST - GADABOUTS PICNIC

PURPOSE: To request approval of a fee waiver for the Gadabouts Summer Picnic.

RECOMMENDATIONS:

1. **THAT** Citizen Support Services be granted a fee waiver of \$528.15 for the use of Studio 103 at the Shadbolt Centre for the Arts on 2018 July 11 to host their Gadabouts Summer Picnic.
2. **THAT** a copy of this report be forwarded to Ms. Anne Waller, Administrator, Citizen Support Services.

REPORT

Attached is correspondence from Citizen Support Services requesting a waiver of rental fees at the Shadbolt Centre for the Arts for the use of Studio 103 on Wednesday, 2018 July 11 for the Gadabouts Summer Picnic.

The City of Burnaby's Citizen Support Services fundraises to provide activities for housebound seniors in the community. Throughout the year various field trips and special events are coordinated for interaction, entertainment and community involvement. This is a valuable community service enriching the lives of many seniors.

POLICY

The Gadabout Fee Waiver Request is aligned with the Corporate Strategic Plan in the following ways:

An Inclusive Community

- Ensure City services fully meet the needs of our dynamic community

To: *Parks, Recreation & Culture Commission*
From: *Director Parks, Recreation & Cultural Services*
Re: *Fee Waiver Request - Gababouts Picnic*
..... Page 2

A Healthy Community

- Promote and encourage opportunities for healthy living and well being

A Dynamic Community

- Manage change by balancing economic development with environmental protection and maintaining a sense of belonging

A Thriving Organization

- Ensure that our core values are reflected in our policies, programs and service delivery

RECOMMENDATION

The rental cost of the studio on the event day is \$528.15. The request does not require additional staffing. Therefore, it is recommended that the fee be waived for the event in support of the Gadabouts Summer Picnic.



Dave Ellenwood
DIRECTOR PARKS, RECREATION & CULTURAL SERVICES

DN:tc

Attachment

p:\admin\c\data\wp\dn\Gadabouts Fee Waiver 2018 Commission Report

Attachment #1

 Citizen Support Services

April 26th 2018

Dave Ellenwood
 Director
 Parks, Recreation and Cultural Services
 Deer Lake I

Dear Dave:

SUBJECT: GADABOUTS PICNIC - JULY 11, 2018

I am writing to you today to request that our charge of \$528.15 for the use of Studio 103 at the Shadbolt Centre for the Arts on July 11, 2018 be waived. We have booked the room for our annual Gadabouts Summer Picnic.

The Gadabouts are isolated housebound seniors who join us for monthly outings throughout the year. The Outings for the Elderly trips are only made possible through fund-raising. We do not receive any City money for this program. Without donations we could not keep the cost of the outings to a reasonable level. Our seniors love coming to the Shadbolt Centre for the Arts and the Summer Picnic is a highlight of their year.

We would appreciate the loan of the room at no charge, if possible.

Regards,

Anne Waller

Anne Waller
 Administrator
 Citizen Support Services



We support our community in health and independence

#111 - 4940 Canada Way, Burnaby, BC V5G 4K6 ♦ Telephone 604-294-7980 Fax 604-570-3614 ♦
www.burnaby.ca/citizensupportservices



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COMMISSION REPORT

TO: CHAIR AND MEMBERS
PARKS, RECREATION AND CULTURE
COMMISSION

DATE: 2018 May 03

FROM: DIRECTOR PARKS, RECREATION AND
CULTURAL SERVICES

FILE: 62500-01

**SUBJECT: BURNABY VILLAGE MUSEUM - 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** the Parks, Recreation and Culture Commission recommend Council authorize the City Solicitor to bring forward a Capital Reserve Fund Bylaw in the amount of \$115,000 to finance the 2 projects as 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:

- A Connected Community – Social connection
- A Safe Community – Community amenity safety
- A Dynamic Community – City facilities and infrastructure.

To: Parks, Recreation and Culture Commission
 From: Director Parks, Recreation and Cultural Services
 Re: Burnaby Village Museum - Parks, Recreation and
 Cultural Services Capital Funding Bylaw

.....Page 2

Burnaby Village Museum - Old Curly (DPX.0190) \$75,000 (estimated)

Old Curly Locomotive is an artifact with great significance to British Columbia. The shelter that currently houses the locomotive is offering insufficient protection, and there is no space in that current location to expand the shelter. The project includes preliminary design for construction of a new building to house the locomotive outside the main entrance to the Museum on Canada Way. The new building will offer better protection, more opportunities to interpret the history of the locomotive, and increase visibility of the Museum from the Canada Way corridor.

Burnaby Village Museum - Tram Barn (DPX.0192) \$40,000 (estimated)

Tram Barn Project to include: revise drainage systems to prevent water from pooling outside the main entrance to the building and frequently over-flowing into the building; replace the wooden entry doors with metal doors as the wooden doors have swelled and frequently jam shut, and construct a small roof over the main entry doors to the building to prevent rain from dripping into the building when the doors are opened by visitors.

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

RECOMMENDATION

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 \$115,000 to finance the 2 projects as outlined in this report.



Dave Ellenwood
 DIRECTOR PARKS, RECREATION and CULTURAL SERVICES

DH:km

P:\Admin\Clerical\Staff\DH\Commission\ Burnaby Village Museum

Copied to Director of Finance
 City Solicitor