



PARKS, RECREATION AND CULTURE COMMISSION

NOTICE OF OPEN MEETING

DATE: TUESDAY, 2019 APRIL 09

TIME: 7:00 PM

PLACE: Council Chambers, Burnaby City Hall

A G E N D A

1.	<u>CALL TO ORDER</u>	<u>PAGE</u>
2.	<u>MINUTES</u>	
	a) Minutes of the Parks, Recreation and Culture Commission Open meeting held on 2019 March 12	1
3.	<u>PRESENTATIONS</u>	
	a) Burnaby Art Gallery: Achievements <u>Speaker:</u> Ellen van Eijnsbergen	
4.	<u>DIRECTOR'S REPORTS</u>	
	a) Director's Report No. 4 2019 April 09	9
	i) Parks, Recreation and Culture Commission Meeting Time Change	10
	ii) 2019 Burnaby Golf Fees	12
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5. **NEW BUSINESS**

6. **INQUIRIES**

7. **ADJOURNMENT**



PARKS, RECREATION AND CULTURE COMMISSION MINUTES

Tuesday, 2019 March 12

An Open meeting of the Parks, Recreation and Culture Commission was held in the Council Committee Room, City Hall, 4949 Canada Way, Burnaby, B.C. on Tuesday, March 12 at 6:45 p.m. followed immediately by a Closed meeting from which the public was excluded. At the conclusion of the Closed meeting, the Open meeting reconvened in the Council Chamber.

1. CALL TO ORDER

PRESENT: Councillor Paul McDonell
 Commissioner Karin Alzner
 Commissioner Guyle Clark
 Commissioner James Jang
 Commissioner Barbara Larkin
 Commissioner Claire Preston
 Commissioner Dan Staschuk

ABSENT: Councillor Sav Dhaliwal
 Commissioner Stace Dayment
 Mr. Bill Brassington, School Board Trustee

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

MOVED BY COMMISSIONER STASCHUK
SECONDED BY COMMISSIONER LARKIN

THAT the Open Commission meeting do now reconvene.

The Chair called the meeting to order at 7:02 p.m.

The Chair acknowledged the unceded, traditional, and ancestral lands of the *thəŋqəmihən* and *skwxwú7mesh* speaking people, and extended appreciation for the opportunity to hold a meeting on the shared Coast Salish territory.

2. MINUTES**a) Minutes of the Parks, Recreation and Culture Commission
Open meeting held on 2019 February 12**MOVED BY COMMISSIONER STASCHUKSECONDED BY COMMISSIONER LARKIN

THAT the minutes of the Parks, Recreation and Culture Commission Open meeting held on 2019 February 12 be adopted.

CARRIED UNANIMOUSLY

3. PRESENTATIONS**a) Burnaby Village Museum Overview
Speakers: Deborah Tuytens, Museum Services Supervisor
Sanya Pleshakov, Museum Program Coordinator
Meagen Innes, Indigenous Educator**

Ms. Deborah Tuytens, Museum Services Supervisor, Ms. Sanya Pleshakov, Museum Program Coordinator and Ms. Meagan Innes, Indigenous Educator, appeared before the Commission. Ms. Tuytens introduced the presentation on Burnaby Village Museum Indigenous Programming. Ms. Tuytens explained how the programming fits with the City's Corporate Strategic goals by focusing on inclusion and diversity.

Ms. Innes, Indigenous Educator, provided background information on how the programming came to be and how the learning is focused on connectedness and a sense of place. Indigenous programming in a 1920's settler village without the benefit of purpose-built exhibits was challenging. Deciding to have the exhibit in the centre of the village makes the point that despite governments efforts to keep Indigenous and non-Indigenous people separate – by way of reserves, residential schools, incarceration – Indigenous people never “vanished” from the land we now call Burnaby.

Ms. Pleshakov, Museum Program Coordinator explained that in 2017 the museum launched new Indigenous programming for schools based on the First Peoples Principles of Learning. The process of creating new Indigenous programming at Burnaby Village Museum has taken several years of consultation. Since 2013, Museum staff have partnered with several local First Nations, including Tsleil-Waututh, Musqueam, Squamish, and Kwantlen to develop programs.

The museum has hired a team of five local Indigenous educators. The team not only develops and delivers programs to visitors on site; they also deliver school programs to local students year round. The work would not be possible without them and staff acknowledged Cease Wyss, Senaqwila Wyss, Candace Curr, Lacey Baker and Meagen Innes for their dedication to the program.

Ms. Pleshakov advised that the museum is currently updating all of the school programs to reflect Indigenous content and Ms. Innes is working on developing a new Indigenous school program to be launched in the fall. The Museum is also partnering with the Burnaby School District to host a Burnaby Week of Indigenous Learning in October, where five hundred Burnaby students will spend a day at the Museum immersed in learning about Indigenous knowledge from Indigenous elders, knowledge keepers and educators.

Staff thanked the Commission for their continued support and encouraged the Commissioners to visit the Museum in the summer season.

4. **CORRESPONDENCE**

MOVED BY COMMISSIONER STASCHUK
SECONDED BY COMMISSIONER JANG

THAT the correspondence be received.

CARRIED UNANIMOUSLY

- a) **Correspondence from Irene Yung, PAC Treasurer, Chaffey-Burke Elementary School**
Re: Playground Development Grant Application

Correspondence was received from Irene Yung, PAC Treasurer at Chaffey Burke Elementary School. Item # 3 (iii) of the Director's Report refers to this correspondence.

- b) **Correspondence from Linda Schmidt, PAC Chair, Gilpin Elementary School**
Re: Playground Development Grant Application

Correspondence was received from Linda Schmidt, PAC Chair at Gilpin Elementary School. Item # 3 (iii) of the Director's Report refers to this correspondence.

- c) **Correspondence from Keeley Saunders, PAC Chair, Ecole Aubrey Elementary School**
Re: Playground Development Grant Application

Correspondence was received from Keeley Saunders, PAC Chair at Ecole Aubrey Elementary School. Item# 3 (iii) of the Director's Report refers to this correspondence.

5. **DIRECTOR'S REPORTS**

- a) **Director's Report No.03**
2019 March 12

The Director Parks, Recreation and Cultural Services submitted his Report No. 3, dated 2019 March 12, covering the following items listed as i-vi:

MOVED BY COMMISSIONER STASCHUK
SECONDED BY COMMISSIONER LARKIN

THAT the Director's Report be received.

CARRIED UNANIMOUSLY

i) **Alta Vista Reservoir Site - Pre-School Playground Expansion Plan**

The Director Parks, Recreation and Cultural Services and the Director Engineering submitted a report to obtain authorization for the expansion of interim pre-school play equipment at the Alta Vista Reservoir site. The Alta Vista reservoir, which is now out of service and considered surplus to city water utility needs, is located at the corner of Royal Oak Avenue and McKee Street on Burnaby's south slope.

It was recommended:

1. THAT the Parks, Recreation, and Culture Commission request Council to authorize the use of the entire Alta Vista Reservoir site, comprising 5172 (two parcels) and 5192 McKee Street, for an expanded pre-school playground.

MOVED BY COMMISSIONER STASCHUK
SECONDED BY COMMISSIONER CLARK

THAT the recommendation of the Director Parks, Recreation and Cultural Services and the Director Engineering be adopted.

CARRIED UNANIMOUSLY

ii) **Fee Waiver Request - Gadabouts Picnic**

The Director Parks, Recreation and Cultural Service submitted a report to respond to a facility fee waiver request by Citizen Support Services. 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.

It was recommended:

1. THAT Citizen Support Services be granted a fee waiver of \$536.25 for the use of Studio 103 at the Shadbolt Centre for the Arts on 2019 July 10 to host their Gadabouts Picnic.

2. THAT a copy of this report be sent to Ms. Michele Wilson, Coordinator Community Volunteer Services.

MOVED BY COMMISSIONER STASCHUK
SECONDED BY COMMISSIONER JANG

THAT the recommendations of the Director Parks, Recreation and Cultural Services be adopted.

CARRIED UNANIMOUSLY

iii) **Playground Development Grant Requests from Ecole Aubrey, Chaffey Burke and Gilpin Elementary Schools**

The Director Parks, Recreation and Cultural Services submitted a report to request Council's authorization to enter into an agreement with the Burnaby School District for the contribution to the cost of the playground upgrades at Ecole Aubrey, Chaffey Burke and Gilpin Elementary Schools. Correspondence was received from the three schools PAC's requesting grants from the 2019 Annual Operating Playground Development Budget to assist with the redevelopment of their playgrounds. All three 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.

It was recommended:

1. THAT the playground development grant requests from Ecole Aubrey, Chaffey Burke and Gilpin Elementary schools be approved.
2. THAT a copy of this report be forwarded to; Keeley Saunders, Chair, Ecole Aubrey Elementary PAC; Shairoz Merani, Principal, Ecole Aubrey Elementary School; Eugene Lin, Chair, Chaffey Burke Elementary PAC; Claudio Bortolussi, Principal, Chaffey Burke Elementary School; Linda Schmidt, Chair, Gilpin Elementary PAC; Blake Briscoe, Principal, Gilpin 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.

MOVED BY COMMISSIONER STASCHUK
SECONDED BY COMMISSIONER CLARK

THAT the recommendations of the Director Parks, Recreation and Cultural Services be adopted.

CARRIED UNANIMOUSLY

iv) **Off-Leash Dog Facilities**

The Director Parks, Recreation and Cultural Services submitted a report providing information regarding development of dog off-leash facilities. At the Commission

meeting of 2019 February 12, Commissioner Preston inquired if all dog parks could be enclosed with fencing. The report outlined a brief summary of the approach for facility design that has guided the creation and development of the variety of dog off-leash facilities in Burnaby. The use of off-leash enclosures is supported as one of several methods of addressing the demands of the dog owning public. The City designs facilities that work within the context of the larger park surroundings. Each site is vetted through a public consultation process. By developing a variety of facility types, including enclosures, the widest number of dog and dog owner needs have been met. Burnaby's dog owners are currently well-served as the Commission has made an effort to provide some form of off-leash facility in each quadrant of the City.

It was recommended:

1. THAT this report be received for information.

MOVED BY COMMISSIONER STASCHUK
SECONDED BY COMMISSIONER LARKIN

THAT the recommendation of the Director Parks, Recreation and Cultural Services be adopted.

CARRIED UNANIMOUSLY

v) **Community Participation in Environmental Programs**

The Director Parks, Recreation and Cultural Services submitted a report providing information regarding community participation in environmental programs. City of Burnaby staff and CUPE local 23, in co-operation with local stream keeper groups, neighbourhood groups and community groups have supported annual stream and neighbourhood clean-ups as well as other restoration activities over the past number of years. These community events often coincide with an opportunity for environmental grant funding, an annual environmental campaign such as Earth Day, Environment Week, Rivers Day or TD Friends of the Environment Tree Days.

It was recommended:

1. THAT this report be received for information purposes.

MOVED BY COMMISSIONER STASCHUK
SECONDED BY COMMISSIONER ALZNER

THAT the recommendation of the Director Parks, Recreation and Cultural Services be adopted.

CARRIED UNANIMOUSLY

vi) **2019 March - Parks, Recreation and Cultural Services Capital Funding Bylaw**

The Director Parks, Recreation and Cultural Services submitted a report to request a Capital Reserve Fund Bylaw to finance 8 projects outlined in the report.

The projects are:

- Burnaby Mountain Park (DPW.0342)
- Park Signage (DPW.0392)
- Edmonds Park Redevelopment (DPW.0295, DPW.0296)
- Shadbolt Centre for the Arts (DPX.0222, DPY.0110, DPY.0109, DPX.0221)
- Burnaby Village Museum Road Repairs (DPW.0320)
- Burnaby Village Museum Christmas Equipment (DPY.0108)
- Arts Council Gallery (DPX.0223, DPW.0413)
- Hill Cottage Renovations (DPX.0224)

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 \$2,910,000 to finance the projects outlined in this report.

MOVED BY COMMISSIONER STASCHUK
SECONDED BY COMMISSIONER CLARK

THAT the recommendation of the Director Parks, Recreation and Cultural Services be adopted.

CARRIED UNANIMOUSLY

6. **NEW BUSINESS**

Commissioner Larkin inquired as to the possibility of installing a bridge crossing Owl Creek in Deer Lake to connect the Deer Lake trail to the Perimeter Trail. Arising from discussion the following motion was adopted:

MOVED BY COMMISSIONER STASCHUK
SECONDED BY COMMISSIONER CLARK

THAT staff prepare a report on the feasibility of installing a footbridge to connect the Deer Lake Park Loop Trail to the perimeter trail west of Owl Creek.

CARRIED UNANIMOUSLY

Commissioner Jang inquired as to the statistics and information available on the Warming Centres. Arising from discussion the following motion was adopted:

MOVED BY COMMISSIONER STASCHUK
SECONDED BY COMMISSIONER ALZNER

THAT staff prepare a summary report on the Warming Centres.

CARRIED UNANIMOUSLY

7. **INQUIRIES**

There were no inquiries brought before the Commission at this time.

8. **ADJOURNMENT**

MOVED BY COMMISSIONER STASCHUK
SECONDED BY COMMISSIONER ALZNER

THAT the Open Commission meeting do now adjourn.

The Open Commission meeting adjourned at 7:50 p.m.

Kathryn Matts
COMMISSION SECRETARY

Councillor Paul McDonell
CHAIR

CITY OF BURNABY
PARKS, RECREATION AND CULTURAL SERVICES DEPARTMENT

DIRECTOR'S REPORT NO. 4, 2019

2019 April 09

BURNABY PARKS, RECREATION AND CULTURE COMMISSION

Your Director reports as follows:

ITEM

DESCRIPTION

- i. Parks, Recreation and Culture Commission Meeting Time Change
- ii. 2019 Burnaby Golf Fees
- iii. 2019/2020 Facility Use, Program and Services Fee Schedule
- iv. 2019 April – Highway 1 Pedestrian Overpass Feasibility Study – Community Benefit Reserves Fund Request
- v. 2019 April – Parks, Recreation and Cultural Services Capital Funding Bylaw

Respectfully submitted,



DAVE ELLENWOOD
Director Parks, Recreation and Cultural Services



Item	1
Director's Report No.....	4
Meeting	2019 April 09

COMMISSION REPORT

TO: CHAIR AND MEMBERS
PARKS, RECREATION & CULTURE
COMMISSION

DATE: 2019 March 14

FROM: DIRECTOR PARKS, RECREATION &
CULTURAL SERVICES

FILE: 2410-20

**SUBJECT: PARKS, RECREATION AND CULTURE COMMISSION MEETING TIME
CHANGE**

PURPOSE: To request a change to the start time of future Parks, Recreation and Culture Commission meetings.

RECOMMENDATION:

1. **THAT** the Parks, Recreation and Culture Commission recommend to Council that the Parks, Recreation and Culture Commission meeting start time be moved from 7:00 p.m. to 6:00 p.m, beginning in May 2019.

REPORT**1.0 INTRODUCTION**

Parks, Recreation and Culture Commission meetings are currently held at 7:00 p.m. Council and all other Committees meet no later than 6:00 p.m.

In an effort to streamline processes and to be consistent with Council and other Committees, it is recommended that the Commission meeting time be changed to 6:00 p.m. If the recommendation is approved, the Commission Policy Manual section 10 will be updated to reflect the new time.

Section 35(1) of the Burnaby Procedure Bylaw allows for the Chair to change the time of the meeting although it is usually used on an as required basis.

- **35. (1)** The chair of a committee or commission may cancel a meeting, call an additional meeting or change the time or place of a meeting of that committee or commission. (BYLAW #13461)

As the requested change would be a permanent one, Commission and Council approval is required.

To: Parks, Recreation & Culture Commission
From: Director Parks, Recreation & Cultural Services
Re: Parks, Recreation and Culture Commission
Meeting Time Change
2019 March 14Page 2

2.0 POLICY SECTION

- An Inclusive Community
 - Create a sense of community –
Provide opportunities that encourage and welcome all community members and create a sense of belonging
- A Healthy Community
 - Community involvement –
Encourage residents and businesses to give back to and invest in the community
- A Thriving Organization
 - Financial viability –
Maintain a financially sustainable City for the provision, renewal and enhancement of City services, facilities, and assets

If approved, notifications of the change in time will be posted on the website as well as the City's social media platforms and the current Committee schedule will be revised to reflect the change.

3.0 RECOMMENDATION

It is recommended that the Parks, Recreation and Culture Commission recommend to Council that the Commission meeting start time be changed from 7:00 p.m. to 6:00 p.m. to streamline processes and provide more opportunity for public engagement.



Dave Ellenwood
DIRECTOR PARKS, RECREATION AND CULTURAL SERVICES

KM:tc



Item.....	2
Director's Report No.	4
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COMMISSION REPORT

TO: CHAIR AND MEMBERS PARKS,
RECREATION AND CULTURE COMMISSION

DATE: 2019 April 09

FROM: DIRECTOR PARKS, RECREATION AND
CULTURAL SERVICES

FILE: 7000-01

SUBJECT: 2019 GOLF FEES BYLAW

PURPOSE: To request approval of the 2019 Golf Fees Bylaw

RECOMMENDATIONS:

1. **THAT** the 2019 Golf Fee Schedule (Attachment #1) be recommended to Council for approval as outlined in this report.
2. **THAT** Council be requested to authorize the City Solicitor to bring forward the necessary amendments to the following bylaw for consideration:
 - Burnaby Golf Fees Bylaw 2017

REPORT**1.0 INTRODUCTION**

A Golf Fees bylaw is required under the Community Charter for all fees and charges related to the public use of municipal facilities. The 2019 Burnaby Golf Fees Bylaw will apply for the period 2019 May 01 to 2020 April 30.

The 2019 Golf Fee Schedule (Attachment # 1) (distributed under separate cover) for golf services are presented at this time of year to allow the proposed fees to fall in line with the local golf industry after evaluating the market conditions and competitor's rates. This provides opportunity for the City to ensure that pricing remains appropriately competitive.

This report will clarify all fee recommendations for the City's golf services, including all proposed green fee rates and restrictions for Burnaby Mountain Golf Course and Driving Range, Riverway Golf Course and Driving Range, Kensington Pitch and Putt, and the Central Park Pitch and Putt golf courses. If approved, these rates will form the 2019 Burnaby Golf Fees Bylaw.

2.0 POLICY SECTION

The 2019 Burnaby Golf Fees Bylaw is in alignment with the Corporate Strategic Plan in the following ways:

To: Parks, Recreation & Culture Commission
 From: Director Parks, Recreation & Cultural Services
 Re: 2019 GOLF FEES BYLAW

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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
- Maintain a financially sustainable City for the provision, renewal and enhancement of services

3.0 BACKGROUND

Recent Trends in the Local Golf Market

The local golf market has remained increasingly competitive in order to maintain volumes. This has forced golf course operators to develop a variety of rate structures to maintain loyalty and stimulate non-prime time use at their facilities. Yield management incentives such as tee time pricing are promoted in many ways to create value for the customer, and improve utilization and profitability for our sites.

Fee Determination Process

The following factors were considered in the determination of the 2019 fee structure:

1. Current and projected market demands, price ranges, and recognition of the need to stimulate golf activity during weekday and non-prime time periods. Fee recommendations are based on surveys of comparable public and private golf services in the Lower Mainland (Attachment #2). As warranted, greater increases will occur when fees are deemed to be below market range.
2. Public response to services and associated fees.
3. Budget restrictions and revenue targets.
4. Review of adjustment of average yield rates to offset increasing operating expenses.
5. Adjustment of base fees to reflect weekday Senior rates at 75% and weekday Junior rates at 65% of the posted Adult rate.
6. Adjustment of fees for rounding to the nearest \$0.25 pertaining to rates when combined with all applicable taxes. If tax rates should change during term of bylaw, fees will subsequently be adjusted, for the purposes of marketing and cash handling, to the nearest \$ **-13-**nce taxes are applied.

To: Parks, Recreation & Culture Commission
 From: Director Parks, Recreation & Cultural Services
 Re: 2019 GOLF FEES BYLAW

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Proposed Fees

1. Increase weekday and weekend rates \$1.90 (\$2.00 with GST) at both Burnaby Mountain and Riverway Golf Courses. Increase weekday and weekend rates \$0.48 (\$.50 with GST) at both Kensington and Central Park Pitch and Putts.
2. Increase Off Season weekday and weekend rates .95 (\$1.00 with GST) at both Burnaby Mountain and Riverway Golf Courses. Increase Off Season weekday and weekend rates \$0.48 (\$.50 with GST) at both Kensington and Central Park Pitch and Putts.
3. Discounted daily fees such as Twilight, Sunrise, and Sunset are adjusted based on a percentage off of the Adult daily 18 hole base rate and a review of market pricing. When required, rates will be adjusted up or down to a maximum of \$0.25 to ensure rounding to the nearest quarter once taxes are applied.
4. Eliminate the 75 bucket driving range package and introduce new package of 85 buckets. This will achieve a more consistent percentage discounting philosophy with respect to volume purchases. Continue to offer non-peak and off-season increased ball counts per bucket transaction in order to provide alternative pricing options.

Golf Services - Definition of Weekday/Weekend

Weekday: Monday through Thursday (with the exception of statutory holidays).

Weekend: Friday, Saturday, Sunday, and all statutory holidays.

- Sunrise specials are not available on Saturday, Sunday, or statutory holidays.
- Senior rate continues to be offered on the Remembrance Day statutory holiday in honour of war veterans. This holiday occurs in non-prime season when booking demand is substantially decreased.

* The Pitch and Putt facilities continue to recognize Fridays (with the exception of those falling on statutory holidays) as a weekday.

3.0 SUMMARY

The proposed 2019 fees for Burnaby's golf services are believed to be fair and moderate in comparison with other local golf facilities. This value pricing for our golf facilities and services should ensure that the City maintains its market share in the current golf industry. In summary, the majority of fees are recommended to increase to reflect those being offered in the local market. The recommended adjustments will

To: Parks, Recreation & Culture Commission
From: Director Parks, Recreation & Cultural Services
Re: 2019 GOLF FEES BYLAW

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continue our practice of providing convenient, quality services at fair and competitive pricing.

4.0 RECOMMENDATION

It is recommended that the Parks, Recreation and Culture Commission recommend to Council that the 2019 Golf Fee Schedule be approved as outlined in this report and that Council be requested to authorize the City Solicitor to bring forward the necessary amendments to the Burnaby Golf Fees Bylaw 2017 for consideration.



Dave Ellenwood
DIRECTOR PARKS, RECREATION AND CULTURAL SERVICES

DOC:lmr:km

Attachments (2)

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GOLF COURSE MARKET SURVEY

	Burnaby Mtn Fee Comparison - Proposed Adult Rates 2019				
	Base Rates - taxes not included				
	Regular Season		Off Season		Average net fee achieved - before discounts
	weekday	weekend	weekday	weekend	
Langara <i>Playcards & Redbook 2 for 1</i>	\$53.56	\$59.74	\$28.00	\$28.00	\$42.33
McCleery <i>Playcards & Redbook 2 for 1</i>	\$57.68	\$63.86	\$33.00	\$33.00	\$46.89
Burnaby Mountain	\$40.95	\$51.43	\$33.33	\$40.95	\$41.67

	Riverway Fee Comparison - Proposed Adult Rates 2019				
	Base Rates - taxes not included				
	Regular Season		Off Season		Average net fee achieved - before discounts
	weekday	weekend	weekday	weekend	
Fraserview <i>Playcards & Redbook 2 for 1</i>	\$61.80	\$67.98	\$36.00	\$36.00	\$50.45
Northlands <i>Redbook \$10 off various times</i>	\$65.71	\$69.52	\$42.86	\$46.67	\$56.19
Riverway	\$51.43	\$61.90	\$42.86	\$48.57	\$51.19

	Pitch & Putt Fee Comparison - Proposed Adult Rates 2019				
	Base Rates - taxes not included				
	Regular Season		Off Season		Average Net fee including coupons
	weekday	weekend	weekday	weekend	
Queen Elizabeth/Stanley Park Redbook 2 for 1 coupons	\$13.57	\$13.57	Closed	Closed	\$12.57
Rupert Park Redbook 2 for 1 coupons	\$13.35	\$13.35	Closed	Closed	\$12.35
Ambleside 30% discount vouchers	\$12.28	\$12.38	Closed	Closed	\$11.38
Central / Kensington	\$12.86	\$12.86	\$10.00	\$10.00	\$11.70

Driving Range Comparison - Proposed Rates 2019							
Base Rates - taxes not included							
FACILITY	PRICING			ADDITIONAL DISCOUNTS / PROMOTIONS			
	FEE	# OF BALLS	\$ / BALL	FEE	# OF BALLS	\$ / BALL	Notes
Burnaby Mountain & Riverway (Burnaby)	\$3.33	25	\$0.133				40% Bonus during non-peak times
	\$5.71	50	\$0.114	\$5.71	70	\$0.082	
	\$15.24	150	\$0.102	\$15.24	210	\$0.073	
	\$65.71	750	\$0.088	\$65.71	1050	\$0.063	
	\$323.81	4250	\$0.076	\$323.81	5950	\$0.054	
Fraserview & McCleery (Vancouver)	\$3.58	25	\$0.143				No promotions listed
	\$5.72	50	\$0.114				
	\$15.24	150	\$0.102				
	\$94.29	1250	\$0.075				
	\$333.34	5000	\$0.067				
Meadows Golf Centre (Pitt Meadows)	\$4.29	44	\$0.098				No promotions listed
	\$6.19	88	\$0.070				
	\$27.50	440	\$0.063				
	\$50.00	880	\$0.057				
	\$375.00	8,800	\$0.043				
Westwood Plateau (Coquitlam)	\$5.24	50	\$0.105				No promotions listed
	\$44.95	500	\$0.090				
	\$84.95	1000	\$0.085				
	\$199.95	2500	\$0.080				
	\$499.95	7500	\$0.067				
Birdies & Buckets (Surrey)	\$5.00	35	\$0.143	\$5.75	60	\$0.096	Senior/Junior Token fee (Mon-Fri Only)
	\$7.50	60	\$0.125				
	\$19.00	180	\$0.106				
	\$110.00	1,200	\$0.092				
	\$255.00	3,000	\$0.085				
Eaglequest (Coquitlam)	\$5.25	30	\$0.175				33% Bonus during non-peak times
	\$7.50	60	\$0.125				
	\$78.00	900	\$0.087				
	\$252.00	3,600	\$0.070				
	\$475.00	7,800	\$0.061				

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REVISED

Item.....	3
Director's Report No.	4
Meeting.....	2019 April 09

COMMISSION REPORT

TO: CHAIR AND MEMBERS PARKS,
RECREATION AND CULTURE COMMISSION

DATE: 2019 April 09

FROM: DIRECTOR PARKS, RECREATION AND
CULTURAL SERVICES

FILE: 7000-01

**SUBJECT: 2019/2020 FACILITY USE, PROGRAM AND SERVICES FEE
SCHEDULE**

PURPOSE: To request approval of the 2019/2020 Facility Use Fee Schedule Bylaw Fees and the 2019/2020 Non-Bylaw Program and Service Fees.

RECOMMENDATIONS:

1. **THAT** the 2019/2020 Facility Use Fee Schedule; Bylaw Fees (Attachment #1) be recommended to Council for approval as outlined in this report.
2. **THAT** the 2019/2020 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 Fees Bylaw 2018
 - Burnaby Village Museum Fees Bylaw 2018

REPORT**1.0 INTRODUCTION**

Each spring Commission receives a report outlining the recommended fee structure for the upcoming year's Recreation and Cultural services, effective September 01 of that year. The fees are established at this time to enable staff to program for the fall session and prepare the Provisional budget for the upcoming year using the appropriate fees. The 2019/2020 fees will be advertised in the Fall/Winter Leisure Guide which is distributed 2019 August.

To: Parks, Recreation & Culture Commission
 From: Director Parks, Recreation & Cultural Services
 Re: 2019/2020 FACILITY USE, PROGRAM AND
 SERVICES FEE SCHEDULE

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2.0 POLICY SECTION

The 2019/2020 Facility Use Program and Service Bylaw is in alignment with the Corporate Strategic Plan in the following ways:

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

- 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
- Maintain a financially sustainable City for the provision, renewal and enhancement of services

3.0 BACKGROUND

The Fee Process

Each year two documents are produced as part of the fees and charges process. The Facility Use Fee Schedule; Bylaw Fees establishes amounts for admissions and allotments: Council approval is required (Attachment #1) (distributed under separate cover). The Non-Bylaw Program and Service Fee document establishes amounts for programs and services: Commission approval is required (Attachment #2) (distributed under separate cover).

A thorough market survey comparing Burnaby's admission rates, allotment rates and program fees to those of other local cities takes place every second year, the most recent was completed in Fall 2018. The surveys are undertaken to ensure that Burnaby's rates are reasonable and competitive with comparable programs and services in nearby municipalities. The survey findings are analyzed in conjunction with projected rates of inflation and a recommended rate of increase for fees is proposed. As warranted, exceptions to the recommended increase are proposed when the market research shows that Burnaby's fees are no longer mid-market range. An adjustment above or below the recommended rate of increase may be indicated, or a new fee is

To: Parks, Recreation & Culture Commission
From: Director Parks, Recreation & Cultural Services
Re: 2019/2020 FACILITY USE, PROGRAM AND
SERVICES FEE SCHEDULE

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required to meet user interests. In some cases adjustments are scheduled to be implemented over a multi-year period (Attachment #3).

Proposed Fees

For 2019/2020 it is recommended that a 2.3% overall increase be applied to the majority of the 470 Bylaw and Non-Bylaw fees. Any exceptions to the recommended increase occur when the market research shows that Burnaby's fees are no longer mid-market range indicating an adjustment above or below the recommended rate of increase, or a new fee is required to meet user interests (Attachment #3).

- There are 58 fees for a range of service areas including sport and arena allotments, child and adult sports and social programs, and outdoor programs recommended for increase over the rate of inflation.
- There are 94 fees from a range of service areas recommended to be maintained at their current level.
- There are 12 new fees for a range of adult fitness, adult arts and aquatic allotments recommended.

4.0 RECOMMENDATION

In summary, the majority of fees are recommended to increase by 2.3% to keep up with the cost of providing services. The recommended adjustments will continue our practice of providing convenient, quality services at fair and competitive pricing.

It is recommended that the Parks, Recreation and Culture Commission approve the 2019/2020 Non-Bylaw Program and Service Fees as outlined in this report. It is further recommended that the Parks, Recreation and Culture Commission recommend Council approve the 2019/2020 Facility Use Fee Schedule as outlined in this report and that Council authorize the City Solicitor to bring forward the necessary amendments to the Burnaby Recreation Fees and Admissions Bylaw 2018, the Burnaby Shadbolt Centre and Burnaby Art Gallery Rental Fees Bylaw 2018 and the Burnaby Village Museum Fees Bylaw 2018, for consideration.



Dave Ellenwood
DIRECTOR PARKS, RECREATION AND CULTURAL SERVICES

TS:km

Attachments (3)

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Bylaw Fee Changes 2019-2020

Increase Above Inflation

Facility

	Current Fee	2019-2020	% Increase	Explanation of Variances
(pg 1) Private Rentals & Allotments – Activities Personal Use – Gymnasium Rental Cameron, Bonsor, Edmonds – Single Gym	\$101.32/hr.	\$111.45/hr.	10.0%	Year 1 of a 2 year plan

Outdoors

	Current Fee	2019-2020	% Increase	Explanation of Variances
(pg 11) Sport Field Allotment b) Preferred Allotment Youth – Tournament – per artificial field Tournament (8 hours)	\$146.26/day	\$160.89/day	10.0%	Year 1 of a 3 year plan
(pg 11) Sport Field Allotment b) Preferred Allotment Youth – Tournament – per artificial field Additional hour	\$24.37/hr.	\$26.81/hr.	10.0%	Year 1 of a 3 year plan

Arenas

	Current Fee	2019-2020	% Increase	Explanation of Variances
(pg 26) Arena Ice Rental Community Groups Burnaby Lake & Kensington Arena Non-Prime Time	\$65.64/hr.	\$72.20/hr.	10.0%	Year 1 of a 3 year plan
(pg 27) Arena Special Events (ice in or out) Burnaby Lake & Kensington Arena Per hour cost - Private	\$225.94/hr.	\$237.24/hr.	5.0%	Year 1 of a 2 year plan

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Bylaw Fee Changes 2019-2020

New Fees

Racquet Area Rentals

	Current Fee	2019-2020	% Increase	Explanation of Variances
Table Tennis				
Adult Drop-In	\$4.48	\$4.62	3.1%	Moved from Non Bylaw
Adult Punchcard	\$40.30	\$41.60	3.2%	
Adult 1 month pass	\$40.30	\$41.60	3.2%	Moved from Non Bylaw
Adult 4 month pass	\$120.90	\$124.80	3.2%	
Adult Annual pass	\$290.15	\$299.50	3.2%	Moved from Non Bylaw
Senior/Student Drop-In	\$3.38	\$3.48	3.0%	Moved from Non Bylaw
Senior/Student Punchcard	\$30.40	\$31.30	3.0%	Moved from Non Bylaw
Senior/Student 1 month pass	\$30.40	\$31.30	3.0%	Moved from Non Bylaw
Senior/Student 4 month pass	\$91.20	\$93.90	3.0%	Moved from Non Bylaw
Senior/Student Annual pass	\$218.90	\$225.35	3.0%	Moved from Non Bylaw

Aquatics

	Current Fee	2019-2020	% Increase	Explanation of Variance
(pg 24) Aquatics Indoor Pool Rentals (Per Hour Cost) Commercial Per lane (plus staff costs)	N/A	\$32.57	100%	NEW
(pg 24) Aquatics Indoor Pool Rentals (Per Hour Cost) Not-for-profit Per lane (plus staff costs)	N/A	\$13.70	100%	NEW

Non-Bylaw Fee Changes 2019-2020

Increase Above Inflation

Preschool

	Current Fee	2019-2020	% Increase	Explanation of Variance
(pg 1) Preschool Level 2 Sports & Core Programs	\$6.19 (Sports) \$6.25 (core)	\$6.57	6.1% for Core 5.1% for Sports	Both fees merged into one Year 1 of a 3 year plan
(pg 1) Preschool Level 3 Specialty Programs	\$7.71	\$8.24	6.9%	Year 1 of a 2 year plan

Children/Youth Sport & Social

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	Current Fee	2019-2020	% Increase	Explanation of Variance
(pg 2) Children/Youth Sport Level 5 Tennis, Squash (min 3 participants)	\$11.75	\$12.35	5.1%	Year 1 of a 2 year plan
(pg 2) Children/Youth Sport Level 9 Registered Sports	\$5.15	\$5.50	6.8%	Year 1 of a 3 year plan
(pg 3) Children/Youth Social Level 1 General Programs	\$2.70	\$2.90	7.4%	Year 1 of a 3 year plan
(pg 3) Children/Youth Social Level 2 Science, Cooking Babysitters	\$6.10 (Science) \$6.40 (Cooking & Babysitters)	\$6.55	7.4% Science 2.3% Cooking & Babysitters	Three fees merged into one Year 1 of a 3 year plan
(pg 3) Summer Services Level 3 Before/After Camp Services	\$3.00	\$3.50	16.0%	

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Non-Bylaw Fee Changes 2019-2020

Increase Above Inflation

Adult Fitness

	Current Fee	2019/2020	% Increase	Explanation of Variance
(pg 5) Fitness Level 1 Osteofit	\$5.40	\$5.65	4.6%	
(pg 5) Fitness Level 3 Specialty	\$7.65	\$8.25	7.8%	Year 1 of a 3 year plan

Seniors

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	Current Fee	2019-2020	% Increase	Explanation of Variance
(pg 6) Seniors Level 1 Drawing/Painting	\$4.70	\$5.20	10.6%	Year 1 of a 2 year plan
(pg 6) Seniors Level 2 Dance	\$4.50 (Dance) \$4.80 (Line Dance)	\$5.00	11.1% Dance 4.2% Line Dance	

Non-Bylaw Fee Changes 2019-2020

Increase Above Inflation

Outdoor Programs

	Current Fee	2019-2020	% Increase	Explanation of Variance
(pg 8) Outdoor Programs Level 1 School Canoe Lessons	\$5.15	\$5.65	9.7%	Year 1 of 3 year plan

Fine Arts

	Current Fee	2019-2020	% Increase	Explanation of Variance
(pg 11) Fine Arts Children/Teen Music Arts/Speech Arts (small group)	\$13.65	\$15.00	9.9%	
(pg 11) Fine Arts Pottery Open Workshop	\$3.05	\$3.19	5.0%	

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New Fees

Fine Arts

	Current Fee	2019-2020	% Increase	Explanation of Variance
(pg 11) Fine Arts Senior/Participant Assistant	N/A	\$3.25	100%	NEW

Fitness

	Current Fee	2019-2020	% Increase	Explanation of Variance
(pg 5) Fitness Level 9				
Small Group Personalized Training (3-6 individuals)	N/A	\$129.35	100%	NEW
5 sessions	N/A	\$226.40	100%	NEW
10 sessions				

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COMMISSION REPORT

TO: CHAIR AND MEMBERS
PARKS, RECREATION AND CULTURE
COMMISSION

DATE: 2019 March 18

FROM: DIRECTOR PARKS, RECREATION AND
CULTURAL SERVICES

FILE: 62500-01

SUBJECT: 2019 APRIL - HIGHWAY 1 PEDESTRIAN OVERPASS FEASIBILITY
STUDY - COMMUNITY BENEFIT RESERVES FUND REQUEST

PURPOSE: To request the use of Community Benefit Reserves to finance the
Highway 1 Pedestrian Overpass Feasibility Study.

RECOMMENDATION:

1. **THAT** the Parks, Recreation and Culture Commission recommend Council authorize the use of Community Benefit Reserves in the amount of \$500,000 to finance the project outlined in this report.

REPORT**1.0 INTRODUCTION**

The 2019 – 2023 Annual Financial Plan will provide funding for various Parks capital projects. Upon approval of this funding request by Council, these expenditures will be included in the 2019 – 2023 Financial Plan (Parks Section). Community Benefit funding approval is being requested to allow staff to proceed with the project identified in this report. The project cost is estimated and the funds are planned to be expended in 2019 subject to operating conditions.

2.0 POLICY SECTION

The project identified in this report is aligned with the Corporate Strategic Plan by supporting the following goals and sub-goals of the plan.

- A Safe Community – Community Amenity Safety
- A Connected Community – Geographic connection
- A Healthy Community – Healthy Environment
- A Dynamic Community – City Facilities and Infrastructure

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Community Benefit Reserves Fund Request
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1. Highway 1 Pedestrian Overpass Feasibility Study \$500,000 (estimated)
(DPW.0414)

Funding to undertake the first phase on planning and design works to locate viable crossing locations across the highway that would connect trail networks of the three major parks: Burnaby Lake Park, Deer Lake Park and Robert Burnaby Park. Work to include mapping of environmentally sensitive areas, soils condition with geotechnical analysis, defining constraints of development next to the highway, restrictions of travel modes within Burnaby Regional Park, conflicts with overhead and at grade hydro infrastructure, underground utilities will be undertaken. Synthesization of background information will produce a feasibility plan that will identify potential siting of the facility. Funds will also support the development of conceptual plans, cross sections that will lead into an informed detail design, phased development plan and cost estimates for the works.

These expenditures will be included in the 2019-2023 Annual Financial Plan and sufficient Community Benefit Reserves are available to finance the capital project outlined in this report.

3.0 RECOMMENDATION

It is requested that the Parks, Recreation and Culture Commission recommend Council authorize the use of Community Benefit Reserves in the amount of \$500,000, to finance the project outlined in this report.



Dave Ellenwood
DIRECTOR PARKS, RECREATION and CULTURAL SERVICES

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Copied to Director of Finance



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COMMISSION REPORT

TO: CHAIR AND MEMBERS
PARKS, RECREATION AND CULTURE
COMMISSION

DATE: 2019 March 18

FROM: DIRECTOR PARKS, RECREATION AND
CULTURAL SERVICES

FILE: 62500-01

SUBJECT: 2019 APRIL - PARKS, RECREATION AND CULTURAL SERVICES
CAPITAL FUNDING BYLAW

PURPOSE: To request a Capital Reserve Fund 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 \$1,320,000 to finance the projects outlined in this report.

REPORT**1.0 INTRODUCTION**

The 2019 – 2023 Annual Financial Plan will provide funding for various capital improvement projects. Upon approval of this funding request by Council, these expenditures will be included in the 2019 – 2023 Annual Financial Plan (Parks Section). Bylaw funding approval is being requested to enable work to go ahead on the projects listed below. Expenditure for all projects is planned for 2019, subject to operating conditions.

2.0 POLICY SECTION

The projects identified in this report align with the City of Burnaby's Corporate Strategic Plan by supporting the following goals and sub-goals of the Plan:

- A Safe Community – Community amenity safety
- A Connected Community – Geographic connection
- A Healthy Community – Healthy environment
- A Dynamic Community – City facilities and infrastructure

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1. Deer Lake Century Garden **\$500,000 (estimated)**
(DPW.0375)

This work is to provide Century Garden a formal pedestrian entry off Deer Lake Avenue. The works will be keeping with the surrounding historical vernacular of existing features within the park. The entry would tie in with the proposed multi-use path that will run parallel along the north edge of the garden. Work would consist of design development, tender and construction of; two stone entry beacons with low level walls that open up onto an entry plaza situated on the confluence of three internal walkways within the garden. The plaza will have a lit art piece as a central feature. The works will also include replacement of invasive holly hedges to period appropriate plant materials. Future additions funded at a later date will include connecting walkways to the historic barn and to the Shadbolt Centre along the west edge of the parking lot.

2. Alta Vista Water Reservoir Decommissioning **\$350,000 (estimated)**
(DPW.0415)

Funding is requested for the decommissioning of the water reservoir built in the 1960's which is at risk of failure in a seismic event and will also pave the way for the expansion of the playground site. Work will include removal of topsoil, demolition of reservoir concrete, and backfill with appropriate granular material.

3. Confederation Park – Park Development **\$250,000 (estimated)**
(DPW.0346)

The drainage systems in Confederation Park are undersized and corroded, making them insufficient to handle water flow. The general objective is to replace the underground system with integrated storm water and landscaping features and where possible to restore natural hydrology. Implementation of new drainage systems will be integrated into future capital works that will improve park features. The work in 2019 will focus on three areas in the park: the development of a central north to south pedestrian corridor, a re-located and restored Cenotaph plaza and the development of a formal pedestrian link across Penzance Drive to mark the park entrance. The work will include conceptual plan refinement, public consultation, detail design, creation of tender documents.

4. Aga Khan Park Development **\$150,000 (estimated)**
(DPW.0395)

The City of Burnaby agreed to work in partnership with the Aga Khan Development Network to develop a park for the citizens of Burnaby. The City of Burnaby is responsible for site remediation prior to the development of the park. To determine the remediation requirements, a survey and removal plan for soil contamination by invasive species of plants, or buried fill with contaminated soil will be undertaken. In conjunction with determining site constraints, an

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investigation into species at risk habitats will be identified to inform the layout of the park. A remediation and relocation plan will be undertaken by the City to prepare for construction of the park.

**5. Artificial Turf Field Replacement – Burnaby North School \$70,000
(estimated) (DPW.0366)**

Design specifications and tender documents for the replacement of the Burnaby North School artificial turf field.

These expenditures will be included in the 2019 – 2023 Annual Financial Plan and sufficient Capital Reserve Funds are available to finance the capital projects outlined in this report.

3.0 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 \$1,320,000 to finance the projects outlined in this report.



Dave Ellenwood
DIRECTOR PARKS, RECREATION and CULTURAL SERVICES

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City Solicitor