



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

### *NOTICE OF OPEN MEETING*

**DATE: TUESDAY, 2019 OCTOBER 15**

**TIME: 6:00 PM**

**PLACE: Shadbolt Centre for the Arts**

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

<b>1.</b>	<b><u>CALL TO ORDER</u></b>	<b><u>PAGE</u></b>
<b>2.</b>	<b><u>MINUTES</u></b>	
a)	Minutes of the Parks, Recreation and Culture Commission Open meeting held on 2019 September 10	1
<b>3.</b>	<b><u>CORRESPONDENCE</u></b>	
a)	Memorandum from Deputy City Clerk Re: Accessible Washrooms New Business, Council 2019 September 09	7
b)	Memorandum from Deputy City Clerk Re: Petition Requesting Changes at Capitol Hill Reservoir Park (Item No. 7(5), Manager's Reports, Council 2019 September 09)	9
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d)	Memorandum from Deputy City Clerk Re: Amendment to Burnaby Shadbolt Centre and Burnaby Art Gallery Rental Fees Bylaw 2019 and Burnaby Village Museum Fees Bylaw 2019	28
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<b>4.</b>	<b><u>DIRECTOR'S REPORTS</u></b>	

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5.	<b><u>NEW BUSINESS</u></b>	
6.	<b><u>INQUIRIES</u></b>	
7.	<b><u>PUBLIC COMMENT / QUESTION PERIOD</u></b>	
a)	Public Comment/Question Period	
8.	<b><u>ADJOURNMENT</u></b>	



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

**Tuesday, 2019 SEPTEMBER 10**

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 Tuesday, 2019 September 10 at 6:00 p.m.

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

PRESENT: Councillor Paul McDonell, Chair  
Councillor Sav Dhaliwal  
Commissioner Karin Alzner  
Commissioner Guyle Clark  
Commissioner Stace Dayment  
Commissioner Claire Preston  
Commissioner Dan Staschuk  
School Trustee Bill Brassington

ABSENT: Commissioner James Jang  
Commissioner Barbara Larkin

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

The Chair called the meeting to order at 6:05 p.m.

The Chair, recognized the ancestral and unceded homelands of the hən̓q̓əmin̓əḿ and Skwxwú7mesh speaking peoples, and extended appreciation for the opportunity to hold a meeting on this shared territory.

**2. MINUTES****a) Minutes of the Parks, Recreation and Culture Commission  
Open meeting held on 2019 July 23**

MOVED BY COMMISSIONER ALZNER  
SECONDED BY COMMISSIONER DAYMENT

THAT the minutes of the Parks, Recreation and Culture Commission Open meeting held on 2019 July 23 be adopted.

CARRIED UNANIMOUSLY

Commissioner Clark enquired as to the ability to provide further detail in the minutes. Staff advised that the minutes are a summary only of the meeting and are not verbatim.

**3. CORRESPONDENCE****a) Memorandum from City Clerk  
Re: Metrotown Event Centre (MEC) Metrotown Downtown Plan  
(Item No. 06 (10) Manager's Report, 2019 Council July 29)**

A memorandum was received from the City Clerk advising that Burnaby City Council, at the Open Council meeting held on 2019 July 29, received the above noted report and adopted the recommendations contained therein. The report, put forward by the Major Civic Building Project Coordination Committee, recommended that Council authorize the use of Community Benefit Reserves in the amount of \$500,000 to finance the consulting services required for the new Metrotown Performance/Events and Conference Centre.

**4. DIRECTOR'S REPORT****a) Director's Report No. 8  
2019 September 10**

The Director Parks, Recreation and Cultural Services submitted his Report No. 8, dated 2019 September 10, covering the following items listed as i-iv.

MOVED BY COMMISSIONER STASCHUK  
SECONDED BY COMMISSIONER DAYMENT

THAT the Director's Report be received.

CARRIED UNANIMOUSLY



i) **Feasibility of Banning the Smoking and Vaping of All Substances in City of Burnaby Parks**

The Director Parks, Recreation and Cultural Services submitted a report on the feasibility of banning the smoking and vaping of all substances in City of Burnaby parks and to obtain direction regarding the preparation of a further report recommending specific amendments to the Parks Regulation Bylaw.

It was recommended:

1. THAT staff be authorized to pursue the preparation of a further report outlining specific bylaw text amendments to the Burnaby Parks Regulation Bylaw 1979, Bylaw 7331, to include a ban on smoking and vaping of all substances in City of Burnaby parks, as outlined in this report

MOVED BY COMMISSIONER STASCHUK  
SECONDED BY COMMISSIONER DAYMENT

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

- amended

After further discussion the report was **AMENDED** to read as follows:

MOVED BY COMMISSIONER DHALIWAL  
SECONDED BY COMMISSIONER PRESTON

1. THAT staff be authorized to pursue the preparation of a further report outlining specific bylaw text amendments to the Burnaby Parks Regulation Bylaw 1979, Bylaw 7331, to include a ban on smoking and vaping of all substances in City of Burnaby parks, as outlined in this report AND
2. THAT Council examine the feasibility and advisability of extending the ban on smoking and vaping of all substances to all public places in the City of Burnaby.

CARRIED UNANIMOUSLY

MOVED BY COMMISSIONER PRESTON  
SECONDED BY COMMISSIONER DHALIWAL

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

CARRIED UNANIMOUSLY

**ii) 2020 Parks, Recreation and Culture Commission Meeting Schedule**

The Director Parks, Recreation and Cultural Services submitted a report to obtain approval for the 2020 Commission meeting schedule.

It was recommended:

1. THAT approval be given for the 2020 Commission meeting schedule including the dates and locations for the Community Commission meetings.

MOVED BY COMMISSIONER CLARK  
SECONDED BY COMMISSIONER STASCHUK

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

CARRIED UNANIMOUSLY

**iii) Active Aging Week**

The Director Parks, Recreation and Cultural Services submitted a report to request authorization to waive fees associated with Active Aging Week 2019 at the four Burnaby Senior's Centres. The International Council on Active Aging has declared 2019 October 01-07 as Active Aging Week. This year's theme is "Redefining Active" and focuses on broader engagement for seniors. This broader engagement includes physical, social, cognitive, spiritual, professional and civic engagement activities. A stipulation of participating in Active Aging Week is that there should be no cost to the participant to ensure the activities are inclusive for all.

It was recommended:

1. THAT Parks, Recreation and Culture Commission approve the waiving of fees for seniors, at the four Burnaby Senior's Centres, during Active Aging Week, 2019 October 01 – October 07.

MOVED BY COMMISSIONER CLARK  
SECONDED BY COMMISSIONER STASCHUK

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

CARRIED UNANIMOUSLY

**iv) Burnaby Meadows – Pollinator Enhancement Program**

The Director Parks, Recreation and Cultural Services submitted a report to request authorization for staff to undertake a pollinator habitat enhancement project in the City of Burnaby. There are vast tracks of land throughout the City of Burnaby dedicated for the use and support of utility services. These lands are typically a mono-culture of grass species and maintained to keep orderly control of any tall vegetation or seedlings that may establish. Maintenance is carried out by the utility companies and by the City of Burnaby. The report outlines how these tracks of land can be partially adapted into a higher quality habitat for pollinators.

It was recommended:

1. THAT Parks, Recreation and Culture Commission authorize staff to undertake the development of a Burnaby Meadow Project to create habitat throughout the city that supports beneficial pollinators, including birds, bees and butterflies.

MOVED BY COMMISSIONER ALZNER  
SECONDED BY COMMISSIONER STASCHUK

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

CARRIED UNANIMOUSLY

**5. NEW BUSINESS****Commissioner Alzner – Confederation Park Train 50<sup>th</sup> Birthday**

Commissioner Alzner advised that she attended the Confederation Park Train's 50<sup>th</sup> Anniversary and congratulated the society on a very successful event.

**6. INQUIRIES**

There were no inquiries brought forward at this time.

**7. ADJOURNMENT**

MOVED BY COMMISSIONER STASCHUK  
SECONDED BY COMMISSIONER PRESTON

THAT the Open Commission meeting do now adjourn.

CARRIED UNANIMOUSLY

The Open Commission meeting adjourned at 6:49 p.m.

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Kathryn Matts  
COMMISSION SECRETARY

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Councillor Paul McDonell  
CHAIR

DRAFT



Office of the City Clerk

K. O'Connell, City Clerk  
B. Zeinabova, Deputy City Clerk

## INTER-OFFICE MEMORANDUM

TO: CHAIR AND MEMBERS  
PARKS, RECREATION AND CULTURE  
COMMISSION

DATE: 2019 SEPTEMBER 10

FROM: DEPUTY CITY CLERK

FILE: 02410-20

SUBJECT: **ACCESSIBLE WASHROOMS**  
NEW BUSINESS, COUNCIL 2019 SEPTEMBER 09

Under the New Business portion of the Open Council meeting held on 2019 September 09, Council referred to Item P of the Council Correspondence Package received up to 2019 July 25 from Joanne Reid regarding accessible washrooms and change tables for adults, originally referred to the Environment and Social Planning Committee.

Arising from discussion, Council **REFERRED** the item to the Parks, Recreation and Culture Commission.

A blue ink signature of Blanka Zeinabova, written in a cursive style.

Blanka Zeinabova  
Deputy City Clerk

Copied to: Director Parks, Recreation and Cultural Services  
Director Finance

July 3, 2019

Dear Mayor and Council,

Recently I heard a young girl named Lucy Diaz speaking on CBC radio about how hard it is for her 10 year old sister Amy, to get out of the house and have a normal child's life as Amy has cerebral palsy and is wheelchair bound. There are no accessible washrooms where change tables are large enough to hold her growing body where she can get her diaper changed. Instead, if the family goes out they have to lay Amy on the floor to change her. If this is true for a child of 10, what do adults, who are wheelchair bound have to go through? I can think of nothing more disgusting than to have to lay on a public bathroom floor while someone would have to kneel on the floor to assist with the work.

Lucy has researched Accessible washrooms and apparently since 2006 the United Kingdom has become a leader in creating accessible washrooms, called "Changing Places" that include height adjusting tables complete with power hoists.

I request that Burnaby council consider adapting washrooms at Heritage Village, Shadbolt Centre and Barnet Marine Park so that people with disabilities that need these adapted washrooms will be able to enjoy these places like everyone else does. Eventually, I hope you will consider adapting washrooms in all Recreation centres and swimming pools in our fair city.

Sincerely,



Joanne Reid

[REDACTED]

Burnaby, B.C.

Referred to:

Environment and Social Planning Committee (2019.09.03)

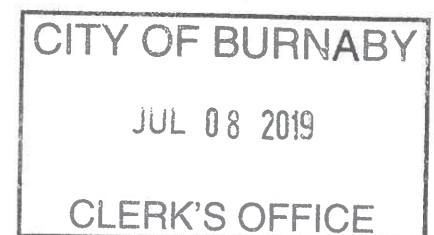
Copied to:

City Manager

Dir. Corporate Services

Dir. Planning and Building

Dir. Parks, Recreation and Cultural Services





Office of the City Clerk

K. O'Connell, City Clerk  
B. Zeinabova, Deputy City Clerk

## INTER-OFFICE MEMORANDUM

TO: CHAIR AND MEMBERS  
PARKS, RECREATION AND CULTURE  
COMMISSION

DATE: 2019 SEPTEMBER 10

FROM: DEPUTY CITY CLERK

FILE: 61000-01

SUBJECT: **PETITION REQUESTING CHANGES AT CAPITOL HILL RESERVOIR PARK**  
(ITEM NO. 7(5), MANAGER'S REPORTS, COUNCIL 2019 SEPTEMBER 09)

Burnaby City Council, at the Open Council meeting held on 2019 September 09, received the above noted report and adopted the following recommendations contained therein:

1. THAT Council approve the installation of signs promoting quiet times within the Capitol Hill Reservoir Park and along the 200 block Hythe Street North as outlined in this report.
2. THAT Council support the installation of a Neighbourhood Library Box within Capitol Hill Reservoir Park as outlined in this report.
3. THAT a copy of this report be provided to the Parks, Recreation and Culture Commission for information.
4. THAT a copy of this report be provided to all petitioning residents for information.

As per recommendation #3, a copy of the report is attached.

Blanka Zeinabova  
Deputy City Clerk



Item .....
Meeting ..... 2019 Sept 09

## COUNCIL REPORT

**TO:** CITY MANAGER **DATE:** 2019 September 03

**FROM:** DIRECTOR ENGINEERING **FILE:** 61100-01

DIRECTOR PUBLIC SAFETY AND  
COMMUNITY SERVICES

DIRECTOR PARKS, RECREATION AND  
CULTURAL SERVICES

**SUBJECT: PETITION REQUESTING CHANGES AT CAPITOL HILL RESERVOIR  
PARK**

**PURPOSE:** To respond to requests and concerns from residents near Capitol Hill  
Reservoir Park.

**RECOMMENDATION:**

1. **THAT** Council approve the installation of signs promoting quiet times within the Capitol Hill Reservoir Park and along the 200 block Hythe Street North as outlined in this report.
2. **THAT** Council support the installation of a Neighbourhood Library Box within Capitol Hill Reservoir Park as outlined in this report.
3. **THAT** a copy of this report be provided to the Parks, Recreation and Culture Commission for information.
4. **THAT** a copy of this report be provided to all petitioning residents for information.

**REPORT****INTRODUCTION**

On 2019 August 15, a petition was received from Ms. Renu Goodenough requesting:

1. The removal of concrete barriers along Hythe Avenue North adjacent to Capitol Hill Reservoir Park (Hythe Park) because they are often used as benches and attract excessive amounts of people to stay for extended periods of time. Of particular concern were people partying and making excessive noise after hours.



To: City Manager  
 From: Director Engineering  
 Director Public Safety and Community Services  
 Director Parks, Recreation and Cultural Services  
 Re: PETITION REQUESTING CHANGES AT  
 CAPITOL HILL RESERVOIR PARK  
 2019 September 03..... Page 2

2. Permission to allow residents to install their own street signs and sandwich board signs to deter speeding along Hythe Avenue North because of the ineffectiveness of the existing speed limit sign and the extreme hazard for many children playing in front of the park.
3. Permission to allow residents to install a neighbourhood library within Capitol Hill Reservoir Park to increase positive use of the park and promote community engagement.

The petition cites concerns about illegal and unsafe activities at Capitol Hill Reservoir Park (and fronting street and boulevard) including drug and alcohol abuse, disrespectful, obnoxious and loud behavior, littering, fighting, and erratic driving. It also mentions numerous calls to the RCMP related to break-ins, vandalism, and car thefts. The petition was referred to staff for a report back to Council.

## **POLICY SECTION**

The concerns raised in the petition relate to Burnaby's Corporate Strategic Plan, in particular the following goals and sub-goals of the Plan.

### **Goal**

- A Safe Community
  - Crime prevention and reduction –  
Ensure citizens and businesses feel safe in our community
  - Emergency services –  
Provide responsive emergency services
  - Transportation Safety –  
Make City streets, pathways, trails and sidewalks safer
- A Connected Community
  - Social connection –  
Enhance social connections throughout Burnaby
- An Inclusive Community
  - Create a sense of community –  
Provide opportunities that encourage and welcome all community members and create a sense of belonging

To: City Manager  
 From: Director Engineering  
 Director Public Safety and Community Services  
 Director Parks, Recreation and Cultural Services  
 Re: PETITION REQUESTING CHANGES AT  
 CAPITOL HILL RESERVOIR PARK  
 2019 September 03..... Page 3

## **BACKGROUND**

Capitol Hill Reservoir Park is a small 0.69 acre neighbourhood park located at 229 Hythe Avenue N (Figure 1). Despite its size, its popularity has been increasing because of the westerly views it offers towards Vancouver and during sunsets. One website ranks the park as one of the top 12 parks to visit in the City.

A review of RCMP files in the last 14 months from the neighbourhood surrounding Capitol Hill Reservoir Park indicated that 9 reports were made. Most of the reports related to City bylaws such as parking and very few were associated with the park directly. In the area surrounding the park, there have been no reports of erratic driving, alcohol or drug abuse, break ins, vandalism, or car thefts in the last 14 months. In general, there does not appear to be very many recent calls for RCMP services from the area, and no known illegal or unsafe activities related to Capitol Hill Reservoir Park.

## **DISCUSSION**

### **Removal of Concrete Barriers**

The concrete barriers along the west side of Hythe Avenue N directly adjacent to Capitol Hill Reservoir Park were installed in 2007. The barriers narrow the roadway from 8.5 m to 7.0 m which reinforces the No Stopping regulations on the west side of the road, helps to reduce the speed of traffic along this 30 km/h park zone, and provides a physical barrier from vehicles along the road. Replacement of this barrier with pylons would eliminate informal public seating opportunities, but its effectiveness in reducing the number of people visiting the park and for longer duration after hours is questionable, especially when weather conditions are favourable. This is because visitors can continue to sit along the roadway curb and boulevard, within the park lawn area, or in one of three benches available.

The removal of the concrete barriers would have a negative impact on safety because it currently provides a physical barrier between vehicles and park users, and prevents young children from straying into the roadway. The concrete barriers are particularly useful when there are many people visiting the area to enjoy the view. The use of pylons would not provide the same level of protection. In addition, pylons would increase maintenance costs due to vandalism, damage from vehicles, or during snow plowing operations. The pylons can create a false sense of security and some may find them less aesthetically pleasing. Therefore the removal of the existing concrete barriers is not recommended.

To: City Manager  
 From: Director Engineering  
 Director Public Safety and Community Services  
 Director Parks, Recreation and Cultural Services  
 Re: PETITION REQUESTING CHANGES AT  
 CAPITOL HILL RESERVOIR PARK  
 2019 September 03..... Page 4

To address nighttime noise concerns, it is recommended that City post signs to educate and request cooperation from evening visitors, such as "Quiet Residential Zone 10pm to 7am". This does not address concerns about other potential undesirable activities nor the popularity of the park, but it may encourage reduction of the nuisance.

### **Installation of Signs by Residents**

The request to allow residents to install their own signs on City property to slow down vehicles is not recommended. Signs regulating the operation of vehicles on City streets must be installed by the City and in accordance with national standards to ensure uniformity, consistency and enforceability. Other irregular signs installed could create sign clutter, create confusion, distract from existing regulatory signs, and increase City liabilities. Earlier this year, an additional "No Exit" sign for northbound traffic along Hythe Avenue at Cambridge was installed to ensure drivers were aware of the dead end street in response to concerns from a resident. A review of existing speed limit signs found them to be visible.

Concerns about traffic speeds along Hythe Avenue were investigated. Traffic speeds were monitored in the last few days in August and over the long weekend. The 85<sup>th</sup> percentile speed and average speed was found to be 40 km/h and 30 km/h, respectively. The 85<sup>th</sup> percentile speed represents the speed that 85% of all vehicles would travel below. These speeds are considered reasonable. Similar results were found in 2016 in response to speeding concerns at that time. Also, two-way traffic volumes along Hythe Avenue north of Cambridge were found to be about 350 vehicles per day which is much lower than a typical residential street. This is as expected because Hythe Avenue North is a dead end street at the north end.

Although speeding was not found to be a significant problem, abutting residents have the opportunity to install speed humps along their block through the Local Area Service Program. This program would require the majority of abutting residents to support and contribute to the installation of the speed humps through a petition process. There are current discussions about the City funding the installation of speed humps on streets adjacent to parks, and if approved, Hythe Street North next to Capitol Hill Reservoir Park may be a future candidate.

It should be noted that the boulevard area fronting Capitol Hill Reservoir Park is not conducive to active sports play because of the very steep grades (50%) within the park. Also, the existence of the concrete barriers, as mentioned previously, provides a strong measure of physical safety. Therefore there does not appear to be any extreme hazard related to children playing next to the street or from excessive traffic speeds.

To: City Manager  
 From: Director Engineering  
 Director Public Safety and Community Services  
 Director Parks, Recreation and Cultural Services  
 Re: PETITION REQUESTING CHANGES AT  
 CAPITOL HILL RESERVOIR PARK  
 2019 September 03..... Page 5

### Installation of a Neighbourhood Library Box within Capitol Hill Reservoir Park

Neighbourhood library boxes for book sharing purposes have previously been installed within two Parks. One was installed in Capitol Hill Reservoir Park on a trial basis over 15 years ago. The box was provided by a resident and staff installed it at a suitable location that did not impact park operations. It was installed on the condition that it would be removed should it become unsightly or damaged. Unfortunately, the box at Capitol Hill Reservoir Park had to be removed about two years ago due to vandalism and rot. Based on past experience, staff do not have any objections to the installation of a new library box should a suitable one be provided and maintained by a resident, including the provision of books as necessary.

### CONCLUSION

A petition from residents surrounding Capitol Hill Reservoir Park was received due to concerns about a number of disruptive activities, particularly later in the evening. A number of changes were requested, but the removal of existing concrete barriers and installation of resident-made signs along the street were not supported for safety reasons. To address noise issues in the evening, the installation of "Quiet Residential Zone" signs is recommended. The request for a neighbourhood library book box is supported to replace the one that had existed in the park previously.

  
 for Leon. A. Gous, P. Eng., MBA  
 DIRECTOR ENGINEERING

  
 Dave Critchley  
 DIRECTOR PUBLIC SAFETY &  
 COMMUNITY SERVICES

  
 Dave Ellenwood  
 DIRECTOR PARKS, RECREATION & CULTURAL SERVICES

DL/ac

Attachment

Copied to: Director Corporate Services  
 RCMP – OIC Burnaby Detachment Chief Supt. Deanne Burleigh  
 Chief Librarian



August 30, 2019







Community Heritage Commission  
c/o Office of the City Clerk

K. O'Connell, City Clerk  
B. Zeinabova, Deputy City Clerk

## INTER-OFFICE MEMORANDUM

TO: CHAIR AND MEMBERS  
PARKS, RECREATION AND CULTURE  
COMMISSION

DATE: 2019 SEPTEMBER 17

FROM: ADMINISTRATIVE OFFICER

FILE: 2410-20

SUBJECT: HERITAGE DESIGNATION BYLAW  
FAIRACRES "ESTATE GATE" AND "GREENHOUSE FOUNDATION WALL"  
6344 DEER LAKE AVENUE  
ITEM 6(A), REPORTS, COUNCIL MEETING 2019 SEPTEMBER 16

Burnaby City Council, at the Open Council meeting held on 2019 September 16, received the above noted report and adopted the following recommendations contained therein:

1. THAT Council authorize staff to prepare a Heritage Designation Bylaw for the Fairacres "Estate Gate" and "Greenhouse Foundation Wall" to be advanced to First Reading and to a Public Hearing at a future date.
2. THAT Council approve the addition of the Fairacres "Estate Gate" and "Greenhouse Foundation Wall" to the Burnaby Community Heritage Register as 'protected' heritage landmarks.
3. THAT Council send a copy of this report to the Parks, Recreation and Culture Commission for their information.

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

A handwritten signature in black ink, appearing to read "Eva Prior".

Eva Prior  
Administrative Officer



Meeting 2019 September 16

## COUNCIL REPORT

**COMMUNITY HERITAGE COMMISSION**

*HIS WORSHIP, THE MAYOR  
AND COUNCILLORS*

**SUBJECT: HERITAGE DESIGNATION BYLAW  
FAIRACRES "ESTATE GATE" AND "GREENHOUSE FOUNDATION  
WALL", 6344 DEER LAKE AVENUE**

**RECOMMENDATIONS:**

1. THAT Council authorize staff to prepare a Heritage Designation Bylaw for the Fairacres "Estate Gate" and "Greenhouse Foundation Wall" to be advanced to First Reading and to a Public Hearing at a future date.
2. THAT Council approve the addition of the Fairacres "Estate Gate" and "Greenhouse Foundation Wall" to the Burnaby Community Heritage Register as 'protected' heritage landmarks.
3. THAT Council send a copy of this report to the Parks, Recreation and Culture Commission for their information.

**REPORT**

The Community Heritage Commission, at its meeting held on 2019 September 05, received and adopted the attached report seeking Council authorization to designate the historic Fairacres "Estate Gate" and "Greenhouse Foundation Wall" as part of the existing civic Heritage Site.

Respectfully submitted,

Councillor C. Jordan  
Chair

Councillor P. McDonell  
Vice Chair

Copied to:	City Manager Director Planning & Building Director Engineering Director Finance Director Parks, Recreation & Cultural Services City Solicitor
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Meeting 2019 Sept 05

## COMMISSION REPORT

**TO:** CHAIR AND MEMBERS  
COMMUNITY HERITAGE COMMISSION

**DATE:** 2019 August 27

**FROM:** DIRECTOR PLANNING AND BUILDING

**FILE:** 77000 20  
*Reference: Fairacres Estate*

**SUBJECT:** HERITAGE DESIGNATION BYLAW  
FAIRACRES "ESTATE GATE" AND "GREENHOUSE FOUNDATION  
WALL," 6344 DEER LAKE AVENUE

**PURPOSE:** To seek Council authorization to designate the historic Fairacres "Estate Gate" and "Greenhouse Foundation Wall" as part of the existing civic Heritage Site.

## RECOMMENDATIONS:

1. **THAT** Council request staff to prepare a Heritage Designation Bylaw for the Fairacres "Estate Gate" and "Greenhouse Foundation Wall" to be advanced to First Reading and to a Public Hearing at a future date.
2. **THAT** Council approve the addition of the Fairacres "Estate Gate" and "Greenhouse Foundation Wall" to the Burnaby Community Heritage Register as 'protected' heritage landmarks.
3. **THAT** Council forward a copy of this report to the Parks, Recreation and Culture Commission for their information.

## REPORT

## 1.0 BACKGROUND

The Fairacres Estate is a 20-acre property that was purchased by the City of Burnaby in 1966, and incorporated into Deer Lake Park. The estate was developed by Grace and Henry Ceperley, who purchased the property in 1909.

Fairacres was one of Burnaby's largest private estates and includes several of the original estate buildings, including the Chauffeur's Cottage, Garage and Stables, Root House, and Steam Plant. The Fairacres mansion, now home to the Burnaby Art Gallery, is one of the City's heritage sites. The mansion and outbuildings are among the City of Burnaby's landmark heritage buildings, and were designated as protected City of Burnaby civic heritage resources in 1992. Over time, the Community Heritage Commission and Council have accomplished the restoration of the mansion and estate outbuildings, including recent repair and conservation work at the Garage and Stables building which was damaged by a fire in 2018.



To: Community Heritage Commission  
 From: Director Planning and Building  
 Re: Heritage Designation Bylaw  
 Fairacres Estate Gate and Greenhouse Foundation Wall,  
 6344 Deer Lake Avenue

2019 August 27..... Page 2

The original 1992 Heritage Designation Bylaw of the Fairacres Estate was focused on the protection of the heritage buildings and did not include provision for the protection of the site's other important heritage structures which include the "Estate Gate" and "Greenhouse Foundation Wall." This oversight was recently discovered by staff at its meeting on 2019 June 06, and the Community Heritage Commission requested a report to designate these historic features and develop a conservation plan for their protection.

## 2.0 POLICY FRAMEWORK

The proposal to protect and designate significant heritage resources owned by the City aligns with the following goals and sub-goals of the Corporate Strategic Plan:

- **A Dynamic Community**
  - City Facilities and Infrastructure – Build and maintain infrastructure that meets the needs of our growing community.
- **A Thriving Organization**
  - Reliable services, technology and information – Protect the integrity and security of City information, services and assets.

In addition to these goals, Burnaby's Official Community Plan includes the direction under its Heritage Policy (12.4.4) that the City continue its stewardship of civic heritage resources.

## 3.0 HERITAGE DESIGNATION BYLAW

### 3.1 Local Government Act – Heritage Designation Bylaw Process

Under the terms of the *Local Government Act*, provision is made for the designation by bylaw of property that "...has heritage value or character...." (Section 611). The intention of the designation bylaw is to protect these heritage features.

Section 612 of the *Local Government Act* specifies the formal procedures of the designation process which includes a public hearing, notification of all persons with a registered interest in the property and its occupants, publication of newspaper notices, and preparation of a report. The report is to be made available to the public, and is to include: the heritage character of the property; the compatibility of conservation with the official community plan and other community planning objectives; the compatibility of conservation with lawful uses of the property and adjoining lands; the condition and economic viability of the property; and, the possible need for financial or other support to enable appropriate conservation. The City is required to give notice of the completed bylaw to the Land Title Office and to the owners.

### 3.2 Heritage Designation Report

The following provides the information required under Section 612 (5) of the *Local Government Act*.

To: Community Heritage Commission  
 From: Director Planning and Building  
 Re: Heritage Designation Bylaw  
 Fairacres Estate Gate and Greenhouse Foundation Wall,  
 6344 Deer Lake Avenue  
 2019 August 27..... Page 3

### **3.2.1 Heritage Character Statement**

The “Estate Gate” and “Greenhouse Foundation Wall” of “Fairacres” form an integral part of the heritage character of this historic estate, which was designated as a heritage site by the City of Burnaby in 1992 (Bylaw No. 9807).

In 1909, Henry and Grace Ceperley began construction of their “Fairacres” estate at Deer Lake which was completed in 1911. The estate was designed by architect Robert MacKay Fripp and constructed by local contractors. The estate buildings were designed in the Arts & Crafts style, and featured local and imported materials and fine craftsmanship. All of the farm structures were designed using modern “scientific” knowledge for food production. The mansion and surviving outbuildings are a rare surviving architecturally-designed ensemble of high-class agricultural structures.

Fairacres was designed as a country estate with a working farm that included over 10 acres of productive berry and vegetable fields, with a large kitchen garden, a root house to store food, and greenhouses heated by steam. The agricultural potential of the Deer Lake area made it one of the first parts of the municipality to attract settlement. The Fairacres Estate represented a shift toward wealthy country estates over more modest farms, and the Ceperleys employed a large staff to manage the estate’s agricultural production. Agricultural use of the estate continued when a Catholic order of Benedictine monks purchased the estate as part of the Priory of St. Joseph and the Seminary of Christ the King, and continued to farm the land until 1953.

The overall architectural intention of the estate’s architect was to reflect the ideals of the Arts & Crafts movement to showcase craftsmanship, and to incorporate high quality materials, including many local materials, including wood and stone from the site. On the mansion exterior, the rustic style is seen in the use of natural materials such as cedar shingles and siding, cobblestone foundations and chimneys and the half-timbering in gable ends. The estate’s remaining gate pillar features the same rustic field and cobble stones used on the mansion.

In 1909, the Ceperleys built three large greenhouses and a steam plant for heating the structure (see *Attachment #1*). The greenhouses featured granite foundation walls, one of which remains intact today and is a significant site feature adjacent to the restored Steam Plant building, which is a protected heritage building used for the Shadbolt Centre for the Arts ceramic program (see *Attachment #2*).

The original Fairacres Estate driveway had two entrances constructed in 1910, each marked by a pair of entry gate pillars which supported iron gates (see *Attachment #3*). The main entrance gate pillars which marked the lower driveway and the east pillar of the upper entrance were demolished many years ago and the iron gates removed. A single gate pillar remains marking the upper driveway, adjacent to the Garage and Stables (see *Attachment #4*). This gate pillar is a significant site feature and incorporates cobble stone and a carved sandstone capstone. The iron gate pins also remain in place.

To: Community Heritage Commission  
 From: Director Planning and Building  
 Re: Heritage Designation Bylaw  
 Fairacres Estate Gate and Greenhouse Foundation Wall,  
 6344 Deer Lake Avenue  
 2019 August 27..... Page 4

### ***3.2.2 Compatibility of Conservation with Community Plan and Adjoining Land Uses***

Planning for the conservation of heritage resources is outlined in Burnaby's Official Community Plan (OCP). Burnaby has established a goal "to provide opportunities for the increased awareness and the conservation of the City's unique natural, cultural, archaeological and built heritage." The designation of these heritage landmark features are considered compatible with the well-developed neighbourhood context in the Deer Lake Park heritage precinct.

The subject City-owned site is zoned P3 – Park and Public Use District which provides for the location, preservation and development of public land to serve the educational, park and recreational needs of the City. The retention and designation of the gate and greenhouse foundation wall through a designation bylaw will support these goals and add significant heritage landmarks to the City's list of protected heritage resources. The Fairacres Estate gate and greenhouse foundation wall are important neighbourhood landmarks and their preservation provides another opportunity to retain and interpret the early history and heritage of Burnaby.

### ***3.2.3 Condition and Economic Viability of the Property***

The historic "Estate Gate" and "Greenhouse Foundation Wall" are in fair to good condition. These features have been successfully preserved and integrated into the landscape of Deer Lake Park.

### ***3.2.4 Possible Need for Financial Support to Enable Conservation***

Following designation of these features, the next steps will be to create a landscape plan in cooperation with Parks, Recreation and Cultural Services that supports contemporary uses and the historic character of the estate as a feature within Deer Lake Park. A conservation plan for these features will be developed at the same time (see *Attachment #5*). At their meeting of 2019 June 06, the Community Heritage Commission reviewed a staff report concerning the condition of the Fairacres estate and supported further staff review of the potential to conserve, protect, and interpret the estate. This conservation and design work will be the subject of a future report to Council.

## **4.0 CONCLUSION**

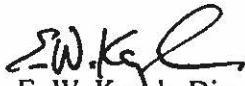
The designation of the historic "Estate Gate" and "Greenhouse Foundation Wall" through a Heritage Designation Bylaw would provide an opportunity to preserve and add another significant heritage resource to Burnaby's Heritage Register. The proposed bylaw will acknowledge the importance of the gate and greenhouse foundation wall as key elements that define the heritage character of the Fairacres Estate and protect their heritage value as part of the City's standard stewardship practice for City-owned heritage sites.

Following the protection of the "Estate Gate" and "Greenhouse Foundation Wall" by bylaw as part of the overall "heritage site" at Deer Lake Park, these two features will have legal protection as authorized under the *Local Government Act*. Any future proposed changes to its location or

To: Community Heritage Commission  
From: Director Planning and Building  
Re: Heritage Designation Bylaw  
Fairacres Estate Gate and Greenhouse Foundation Wall,  
6344 Deer Lake Avenue

2019 August 27..... Page 5

design would require Council approval through a Heritage Alteration Permit. With Council approval of the recommendations of this report, the subject bylaw would be advanced to a Public Hearing at a future date.



E. W. Kozak, Director  
PLANNING AND BUILDING

LC:sa

*Attachments*

cc: City Manager  
Director Finance  
Director Engineering  
Director Parks, Recreation and Cultural Services  
City Solicitor  
City Clerk

R:\Long Range Clerical\DOCS\LC\Committee Reports\Community Heritage Commission\2019\Fairacres Gate and Foundation Wall (2019.09.05).docx

## Attachment #1

Historic Photographs of the Fairacres Greenhouses.



One of the Fairacres greenhouses and its foundation wall is visible on the left of the photograph, circa 1912.



Grace Ceperley (left) inside one of the estate greenhouses, circa 1912. Greenhouses with the steam plant in the background, circa 1939-1953.



Attachment #2

Existing Greenhouse Foundation Wall.



## Attachment #3

Fairacres Estate Gate, circa 1912.



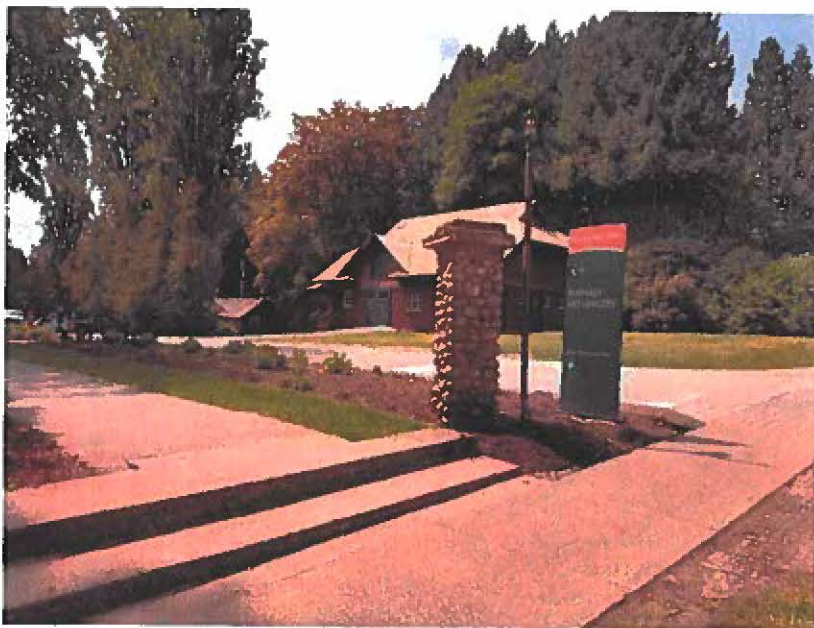
Note the estate gate visible in the background.  
City of Burnaby Archives photo 241-003



Detail of gate (enlarged historic photograph).

## Attachment #4

Existing Estate Gate



Pillar from gate marking the location of the upper driveway to the Fairacres Estate.



Cobblestone gate pillar. Note the anchor metal anchor that would have supported a metal gate.



## Attachment #5

Aerial view of the Fairacres estate today, with location of heritage resources highlighted.





Office of the City Clerk

K. O'Connell, City Clerk  
B. Zeinabova, Deputy City Clerk

## INTER-OFFICE MEMORANDUM

TO: CHAIR AND MEMBERS DATE: 2019 SEPTEMBER 17  
PARKS, RECREATION AND CULTURE  
COMMISSION

FROM: DEPUTY CITY CLERK FILE: 62500-01

**SUBJECT: AMENDMENT TO BURNABY SHADBOLT CENTRE AND BURNABY ART  
GALLERY RENTAL FEES BYLAW 2019 AND BURNABY VILLAGE  
MUSEUM FEES BYLAW 2019**  
ITEM NO. 7(4), MANAGER'S REPORTS, COUNCIL 2019 SEPTEMBER 16

Burnaby City Council, at the Open Council meeting held on 2019 September 16, received the above noted report and adopted the following recommendations contained therein:

1. THAT Council authorize the City Solicitor to bring forward the required bylaw amendment to the Burnaby Shadbolt Centre and Burnaby Art Gallery Rental Fees Bylaw 2019, as outlined in this report.
2. THAT Council authorize the City Solicitor to bring forward the required bylaw amendment to Burnaby Village Museum Fees Bylaw 2019, as outlined in this report.
3. THAT a copy of this report be sent to the Parks, Recreation and Culture Commission.

As per recommendation #3, a copy of the staff report is attached.

Blanka Zeinabova  
Deputy City Clerk



Item .....
Meeting ..... 2019 Sep 16

## COUNCIL REPORT

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**TO:** CITY MANAGER **DATE:** 2019 July 23

**FROM:** DIRECTOR PARKS, RECREATION & CULTURAL SERVICES **FILE:** 62500-01

**SUBJECT:** AMENDMENT TO BURNABY SHADBOLT CENTRE AND BURNABY ART GALLERY RENTAL FEES BYLAW 2019 AND BURNABY VILLAGE MUSEUM FEES BYLAW 2019

**PURPOSE:** To amend the above noted bylaws as outlined in this report.

---

**RECOMMENDATIONS:**

1. **THAT** Council authorize the City Solicitor to bring forward the required bylaw amendment to the Burnaby Shadbolt Centre and Burnaby Art Gallery Rental Fees Bylaw 2019, as outlined in this report.
2. **THAT** Council authorize the City Solicitor to bring forward the required bylaw amendment to Burnaby Village Museum Fees Bylaw 2019, as outlined in this report.
3. **THAT** a copy of this report be sent to the Parks, Recreation and Culture Commission.

**REPORT****1.0 BACKGROUND**

Burnaby City Council at its meeting on 2019 May 27 adopted both the Burnaby Shadbolt Centre and Burnaby Art Gallery Rental Fees Bylaw 2019, Bylaw #14027 and the Burnaby Village Museum Fees Bylaw 2019, Bylaw #14028. The fees on these bylaws come into effect on 2020 January 01.

**2.0 POLICY SECTION**

The Burnaby Shadbolt Centre and Burnaby Art Gallery Rental Fees Bylaw 2019 and the Burnaby Village Museum Fees Bylaw 2019 are in alignment with the Corporate Strategic Plan in the following ways:

To: City Manager  
 From: Director Parks, Recreation and Cultural Services  
 Re: Amendment to Burnaby Shadbolt Centre and Burnaby  
 Art Gallery Rental Fees Bylaw 2019 and Burnaby  
 Village Museum Fees Bylaw 2019

.....Page 2

### **An Inclusive Community**

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

### **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 INFORMATION**

Schedule A on both of these bylaws requires amendment as the inclusion of information regarding City of Burnaby charges are internal transactions and are not required to be on the bylaw. Schedule A – Section C of the Burnaby Shadbolt Centre and Burnaby Art Gallery Rental Fees Bylaw (Attachment # 1) has been amended to reflect the required changes. Schedule A – section B of Burnaby Village Museum Fees Bylaw 2019 (Attachment #2) has been amended to reflect the required changes.

Burnaby Shadbolt Centre and Burnaby Art Gallery 2019, Schedule A Section C will now reflect as follows:

Registered Not for Profit Society Rate	65% of private rental rate
--	----------------------------

Burnaby Village Museum Fees Bylaw 2019, Schedule A – Section B will now reflect as follows:

<b>Meeting Rate - Preferred</b> (minimum 2 hour rental)	Discovery Room or Carousel Activity Room
Up to 100 people	\$51.06/hr.



To: City Manager  
From: Director Parks, Recreation and Cultural Services  
Re: Amendment to Burnaby Shadbolt Centre and Burnaby  
Art Gallery Rental Fees Bylaw 2019 and Burnaby  
Village Museum Fees Bylaw 2019

..... Page 3

#### 4.0 RECOMMENDATION

It is recommended that Council authorize the City Solicitor to bring forward the required amendments to the Burnaby Shadbolt Centre and Burnaby Art Gallery Bylaw 2019 and the Burnaby Village Museum Fees Bylaw 2019, as outlined in this report, and that a copy of this report be forwarded to the Parks, Recreation and Culture Commission.



Dave Ellenwood  
DIRECTOR PARKS, RECREATION & CULTURAL SERVICES

KM:tc

P:\Admin\Clerical\Staff\tc\dp\reports\Request Change to Bylaw 13475

Copies to: City Clerk  
City Solicitor

REVISED

**SCHEDULE "A"****SHADBOLT CENTRE FOR THE ARTS and BURNABY ART GALLERY****2019 SEPTEMBER 01 – 2020 AUGUST 31****A) PRIVATE RENTALS**

Exclusive use by private groups/individuals

<b><u>Schedule "A"</u></b>	Weddings, dances, parties, banquets, socials, filming All rooms except theatres	\$0.068 / sq.ft./hr.
	James Cowan Theatre	\$385.41 per hour
	Studio Theatre	\$233.15 per hour
<b><u>Schedule "B"</u></b>	Meetings, conferences, trade shows, rehearsals All rooms except theatres	\$0.036 / sq.ft./hr.
	James Cowan Theatre	\$203.29 per hour
	Studio Theatre	\$122.99 per hour
<b><u>Schedule "C"</u></b>	Studio public performances, recitals. (n/a to theatres) Minimum 4 hour rental	\$0.027 / sq.ft./hr.
	James Cowan Theatre	\$948.11 per day
	Studio Theatre	\$665.33 per day
<b><u>Theatres</u></b>	Theatre facility per seat	\$2.86/seat
	Outdoor Concert Bowl	\$6,000 plus 8% of gross ticket sales plus \$1.00/seat
	Outdoor Concert Bowl (set up and strike days)	\$1,500 - \$3,000
	Wedding Photos	\$128.85 /hr.

**B) PRIVATE RENTALS**

Rates for groups/individuals booking for extended duration of time.

Outdoor Verandas / Balconies (Burnaby Art Gallery)	50% of regular rate
10 hour block booking (Schedules "A", "B" only)	80% of regular rate
24 hour block booking (Schedules "A", "B" only)	50% of regular rate
Weekly rental (Sunday - Saturday) (Schedule "C" only / Theatres ONLY)	75% of regular rate

**C) PREFERRED RENTALS**

Use of facilities by registered Not-for-profit society

Registered Not-For-Profit society rate (Does not apply to Schedule "A")	65% of private rental rate
--	----------------------------

**D) ANCILLARY REVENUES**

(i.e. sale of merchandise, food, beverage by rental group or organization)

Regular use	15% of gross revenue
Regular use (Not-for-profit society)	No Charge
Registered Not-for-profit society fundraisers	No Charge

**E) CULTURAL EVENT PARTICIPATION FEE**

Participant Fee (Attendance under 5,000)	
Community Organizations	\$6.00 /hr.
Artisans	\$11.00 /hr.
Vendors	\$15.00 /hr.

Participant Fee (Attendance over 5,000)	
Community Organizations	\$12.00 /hr.
Artisans	\$22.00 /hr.
Vendors	\$30.00 /hr.

**SCHEDULE "A"****BURNABY VILLAGE MUSEUM****2020 JANUARY 01 - DECEMBER 31****Staffing costs/labour charges are not included in facility use fees****A) PRIVATE RENTALS**

Exclusive use by private group/individuals

<b>Church</b>	
Wedding	\$482.87
Memorial Service/Baptism	\$323.25
Intimate Outdoor Wedding (up to 16 people)	\$194.13

<b>Discovery Room</b>	<b>4 hours</b>	<b>8 hours</b>
Reception/Social gathering	\$453.58	\$908.06
Additional hours	\$177.29/hr.	

<b>Meeting Rate - Private</b> (minimum 2 hour rental)	Discovery Room or Carousel Activity Room
Up to 100 people	\$65.83/hr.

**B) PREFERRED RENTALS**

Any recreation, sport or art club/organization or registered not-for-profit society.

<b>Meeting Rate - Preferred</b> (minimum 2 hour rental)	Discovery Room or Carousel Activity Room
Up to 100 people	\$51.06/hr.



**C) SITE RENTALS**

Wedding photos during non-public hours	\$128.85
--	----------

<b>Carousel Pavilion</b> (4 hour rental) Up to 263 people	With Rides	\$1154.32
	Additional hours	\$229.67/hr.

<b>Entire site</b> (max. 7 hrs.)	- Under 500 people	\$3,159.08
	- 501 - 1,000 people	\$4,070.35
	- 1,001 - 1,500 people	\$4,966.83
	- 1,501 - 2,000 people	\$5,924.17

<b>Picnic Area</b> (max. 7 hrs.)	Picnic (0-100 people) Carousel Patio	\$314.08
	Picnic (100-500 people) Carousel Meadow	\$770.28
	Corporate (500-1000 people) Carousel Meadow	\$1,281.48

<b>Tent Rental</b>	20' x 20'	\$381.41
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**D) CULTURAL EVENT PARTICIPATION FEE**

Participant Fee (Attendance under 5,000)	
Community Organizations	\$6.00 /hr.
Artisans	\$11.00 /hr.
Vendors	\$15.00 /hr.

Participant Fee (Attendance over 5,000)	
Community Organizations	\$12.00 /hr.
Artisans	\$22.00 /hr.
Vendors	\$30.00 /hr.

**E) MUSEUM ADMISSION RATES**

<b>Season Gate Pass</b> (includes unlimited carousel rides, guided tours and special events)	All ages	\$40.00
<b>Carousel Admission Rates</b> (All ages)	Single Ride	\$2.52
	Bakers Dozen (13 rides)	\$30.24
<b>Group Rates</b>	Adult	No Charge
	Senior / Disabled	No Charge
	Student / Youth (13 - 18 years)	No Charge
	Children (6 - 12 years)	No Charge
<b>Challenge Group Pass</b>		No Charge
<b>Tour Group Rates</b>		No Charge

**F) MUSEUM PROMOTIONAL COUPONS**

New Marketing initiatives for museum i.e. used to promote the attraction

Annual maximum value	\$15,000.00
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**G) MUSEUM COURTESY PASSES**

Used for promotional activities, public relations initiatives or to reimburse for disruption in service.

Annual maximum value	\$ 10,000.00
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## **BURNABY MINOR HOCKEY ASSOCIATION**

P.O. BOX 44106, BURNABY, B.C. V5B 1S2

September 26, 2019

Mr. Paul McDonell, Chair  
Parks, Recreation and Culture Commission - City of Burnaby  
Suite 101 – 4996 Canada Way  
Burnaby, B.C. V5G 4H7

Dear Mr. McDonell:

On behalf of the Burnaby Minor Hockey Association, I am writing to you and the Commission to request that the arena rental, extra staffing costs and related costs for our upcoming "Pat Quinn Classic" tournament be, once again, waived. This season we will celebrate the 57<sup>th</sup> year that our Association has hosted this event, most likely one of the longest running and successful youth hockey tournaments in North America ... if not the world! As you know, we have continued to work closely with Tourism Burnaby and other sports partners to create the "Pat Quinn Classic" tournament in celebration of a legendary hockey figure in British Columbia. The launch of our "rebranded" event in 2015 proved to be an amazing success, and we know that the 2019 edition will build on this excitement! It is planned that the games for the tournament will all take place at the Bill Copeland Sports Centre and Kensington Park Rink from December 27-31, 2019.

The Burnaby Minor Hockey Association was established in 1964 and continues to provide a healthy source of recreation for hundreds of athletes annually. As well, more than two hundred volunteers work very hard to keep our organization functioning. Some of the profit realized by our annual tournament goes to the Burnaby Minor Hockey Association and helps to offset the rising costs of our sport and also toward helping families that may not normally be able to afford the costs of registration and also to the "Pat Quinn Legacy Fund". We continue to be a true "community" organization, and are very proud that we accept children/youth of any athletic ability, families in any financial situation. Because our City is such a preferred location for many immigrant families, every year we accept players from a variety of both traditional and non-traditional ice hockey countries who want to be a part of the "Canadian" experience. We are all truly proud of the community legacy that we continue to build.

As it has for decades, the new "Pat Quinn Classic" tournament will be one of the highlights of our season, as teams from throughout Canada, the United States, Asia and Europe come together to vie for hockey supremacy. Our new tournament format has already garnered a great deal of interest in the local and international hockey community and we are thrilled that this event has returned to its rightful place as a preferred hockey destination. This season we will be increasing participation in the tournament to five divisions. Along with our Bantam AAA, Bantam Elite and PeeWee Elite divisions, we are again thrilled to help "grow" the female game with Female PeeWee AAA and Female Bantam AAA divisions! We again wish to acknowledge the excellent support provided to us by the Commission, the Parks, Recreation and Cultural Services Department and the City of Burnaby throughout the years. It is truly appreciated by us all.

Thank you for your consideration of our request and I look forward to hearing back from you in the near future. If you require any further information at this time, please contact me.

Yours truly,

Larry Hayes  
Executive Administrator/Secretary  
Burnaby Minor Hockey Association

**Note: Item 3 of the Director's  
Report refers to this item.**

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

DIRECTOR'S REPORT NO. 9, 2019

2019 October 15

BURNABY PARKS, RECREATION AND CULTURE COMMISSION

Your Director reports as follows:

**ITEM**

**DESCRIPTION**

- i. Burnaby Christmas Bureau Promotional Support
- ii. Outdoor Ice Skating and Tobogganing
- iii. Burnaby Minor Hockey Association Fee Waiver Request

Respectfully submitted,

A handwritten signature in black ink, appearing to read "D. Ellenwood", written in a cursive style.

DAVE ELLENWOOD  
Director Parks, Recreation and Cultural Services



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Meeting .....	2019 Oct 15

## COMMISSION REPORT

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

**DATE:** 2019 October 08

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

**FILE:** 66000-01

**SUBJECT: BURNABY CHRISTMAS BUREAU PROMOTIONAL SUPPORT**

**PURPOSE:** To obtain approval for a promotional initiative and donation in support of the Burnaby Christmas Bureau at the Burnaby Village Museum Heritage Christmas 2019.

## RECOMMENDATIONS:

1. **THAT** approval be granted for a promotional initiative in support of the Burnaby Christmas Bureau at the Burnaby Village Museum at Heritage Christmas 2019 as outlined in this report.
2. **THAT** approval be granted to donate revenue from the Burnaby Village Museum Carousel ride sales from 5 p.m. to 9 p.m. on Saturday 2019 November 30 to the Burnaby Christmas Bureau.
3. **THAT** the Parks, Recreation and Culture Commission recommend Council approve the promotional initiative and the donation of revenue.
4. **THAT** a copy of this report be sent to M.J. Buck, Program Manager of the Burnaby Christmas Bureau.

## REPORT

## 1.0 INTRODUCTION

The Burnaby Village Museum (BVM) is presenting Heritage Christmas from 2019 November 23 to 2020 January 03 (closed December 24 and 25). Admission is free to the public.

To: Parks, Recreation & Culture Commission  
 From: Director - Parks, Recreation & Cultural Services  
 Re: BURNABY CHRISTMAS BUREAU  
 PROMOTIONAL SUPPORT

.....Page 2

Attached is a request (Attachment #1) from Burnaby Community Services for their Burnaby Christmas Bureau program, seeking Commission approval for the donation of a portion of the Carousel ride revenue for charitable purposes. The BVM has extended hours from 1 p.m. to 9 p.m. from 2019 December 14 to 2020 January 03 (except for December 24 and 25). The period being considered is from 5 p.m. to 9 p.m. on 2019 November 30.

In past years this request has been supported by Commission generating approximately \$1,000 in donated revenue to the Burnaby Christmas Bureau. The Museum allows member pass holders unlimited free carousel rides throughout the year and this would need to be honored.

## **2.0 POLICY SECTION**

### **Goal**

- A Connected Community
  - Social connection – Enhance social connections throughout Burnaby
  - Partnership – Work collaboratively with businesses, educational institutions, associations, other communities and government
- An Inclusive Community
  - Celebrate diversity – Create more opportunities for the community to celebrate diversity
  - Serve a diverse community – Ensure City services fully meet the needs of our dynamic community
  - Create a sense of community – Provide opportunities that encourage and welcome all community members and create a sense of belonging

## **3.0 RECOMMENDATION**

It is recommended that approval be granted for a promotional initiative in support of the Burnaby Christmas Bureau at the BVM at Heritage Christmas 2019 as outlined in this report. It is further recommended that approval be granted to donate revenue from the BVM Carousel ride sales from 5 p.m. to 9 p.m. on Saturday, 2019 November 30 to the Burnaby Christmas Bureau. It is further recommended that a copy of this report be sent to Mr. M.J. Buck, Program Manager of the Burnaby Christmas Bureau.



To: *Parks, Recreation & Culture Commission*  
From: *Director - Parks, Recreation & Cultural Services*  
Re: *BURNABY CHRISTMAS BUREAU  
PROMOTIONAL SUPPORT*

.....Page 3

This partnership allows for a promotional opportunity for the Burnaby Christmas Bureau and the Burnaby Village Museum for Heritage Christmas 2019 and encourages community giving for those who are in need.



Dave Ellenwood  
DIRECTOR PARKS, RECREATION & CULTURAL SERVICES

DN:ob:tc

Attachment

P:/admin/tc/dn/Christmas Bureau 2019 Commission report

Copied to: City Manager  
Director Corporate Services  
Director Finance



BURNABY  
COMMUNITY  
SERVICES



September 10<sup>th</sup>, 2019

Dave Ellenwood  
Director, Burnaby Parks, Recreation & Cultural Services  
101-4946 Canada Way  
Burnaby, BC V5G 4H7

Re: Carousel Rides for the Burnaby Christmas Bureau

Hello Mr. Dave Ellenwood,

Thank you for your ongoing support of Burnaby Community Services and our Burnaby Christmas Bureau program. I am writing to ask if you will continue to help families with low income, seniors experiencing isolation and those suffering with extreme poverty this Holiday Season through the generous donation of Carousel ticket sales during the first late night of the Heritage Christmas at the Burnaby Village Museum.

Through the generosity of our community, last year we distributed \$195,679 in holiday items to 3,525 people - including 1,550 children, 94 seniors and 67 unique individuals (those who are homeless or at risk of homelessness).

During my time with the Bureau the Burnaby Parks, Recreation & Cultural Services has been supporting us. First with the Loonie, then Toonie, and half price nights on the first late night of Heritage Christmas at the Burnaby Village Museum. Since 2011, with the introduction of free admission, ticket sales for the restored Carousel have been donated to the Bureau.

We would ask that the Burnaby Parks, Recreation & Cultural Services consider again supporting the Bureau by donating all carousel ticket sales during the Burnaby Village Museum's Heritage Christmas, Bright in Burnaby, on November 30<sup>th</sup>, 2019 from 5pm until 9pm.

Thank you again for your ongoing support,

MJ Buck  
Program Manager, Burnaby Christmas Bureau

Burnaby Community Services  
**EMPOWERING PEOPLE CHANGING LIVES**



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## COMMISSION REPORT

**TO:** CHAIR AND MEMBERS  
PARKS, RECREATION & CULTURE  
COMMISSION **DATE:** 2019 October 01

**FROM:** DIRECTOR - PARKS, RECREATION &  
CULTURAL SERVICES **FILE:** 62000-00

**SUBJECT: OUTDOOR ICE SKATING AND TOBOGGANING**

**PURPOSE:** To provide information on the outdoor skating and tobogganing policy.

**RECOMMENDATION:**

1. **THAT** Commission receive this report for information.

**REPORT****INTRODUCTION**

In 1979 and again in 1981, the Commission endorsed a policy not to encourage ice skating on Deer Lake, Burnaby Lake, Central Park ponds, Burnaby Mountain Golf Course ponds or tobogganing on Burnaby Mountain.

Skating is not recommended on the lakes and ponds due to the many potentially dangerous areas. Burnaby's lakes and ponds are fed by streams, which are moving water, creating unstable ice conditions. The weather on the west coast rarely creates safe outdoor skating conditions. There needs to be long periods of below zero centigrade temperatures in order to freeze a significant layer of ice on the lakes. Staff do not monitor the condition of the ice. The steep slopes and many obstacles create unsafe tobogganing conditions on Burnaby Mountain.

The Commission continues to implement this policy of not encouraging the above-mentioned activities. All appropriate signs will be installed by 2019 November 09, and will remain posted until 2020 March 06.

To: Parks, Recreation & Culture Commission  
From: Director - Parks, Recreation & Cultural  
Services  
Re: OUTDOOR ICE SKATING AND  
TOBOGGANING

.....Page 2

## **POLICY SECTION**

The installation of signage aligns with the City of Burnaby's Corporate Strategic Plan by supporting and following the goals and sub-goals of the plan:

### **Goal**

- A Safe Community  
Ensure citizens and businesses feel safe in our community

## **RECOMMENDATION**

It is recommended that the Parks, Recreation and Culture Commission receive this report for information.



Dave Ellenwood  
DIRECTOR PARKS, RECREATION & CULTURAL SERVICES

SB:km

P:\191015 1 outdoor ice skating and tobogganing 2018

Copied to: City Manager  
Director Corporate Services  
Director Public Safety and Community Services



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## COMMISSION REPORT

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

**DATE:** 2019 October 08

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

**FILE:** 01400-20

**SUBJECT: BURNABY MINOR HOCKEY ASSOCIATION FEE WAIVER  
REQUEST**

**PURPOSE:** To provide support to the Burnaby Minor Hockey Association in the form of a fee waiver (excluding tax) for the use of Bill Copeland Sports Centre and Kensington Arena from 2019 December 27-31

**RECOMMENDATIONS:**

1. **THAT** the Burnaby Minor Hockey Association (BMHA) be granted a fee waiver of \$16,589.88 (plus GST) for the use of Bill Copeland Sports Centre and Kensington Arena from 2019 December 27 – December 31 to host the Pat Quinn Classic Hockey Tournament.
2. **THAT** a copy of this report be forwarded to Mr. Larry Hayes, Executive Administrator, Burnaby Minor Hockey Association.

**REPORT****INTRODUCTION**

Appearing as correspondence is a letter from Mr. Larry Hayes, Executive Administrator of BMHA, requesting a fee waiver for arena rentals for their 57<sup>th</sup> Annual Burnaby Bantam and Pee wee Christmas Tournament. The tournament was extensively rebranded in 2015 in partnership with Tourism Burnaby and is now called the Pat Quinn Classic.

A selection of teams from Western Canada, the United States, Asia, and Europe will compete in the tournament. New for 2019 there will also be a Female Bantam AAA Division in addition to the Female Pee wee AAA Division that was added in 2018.

To: Parks, Recreation & Culture Commission  
 From: Director - Parks, Recreation & Cultural Services  
 Re: Burnaby Minor Hockey Association Fee Waiver Request

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It is anticipated that BMHA will receive \$5,000 in tournament proceeds plus fundraising from the event which helps offset the overall cost of the sport for all participants in the BMHA, but particularly for those families in the community who have financial challenges but wish to join in the organized sport. Dependent on sponsorship revenue during the tournament, it is anticipated the Pat Quinn Legacy Fund will receive \$10,000 from tournament proceeds in 2019. This fund grants scholarships to former hockey players to pursue education opportunities once their hockey career ends.

As in previous years, there is little use of the arenas by community groups during the Christmas season. Public skating experiences and specialized children's programs during this time will be offered at Kensington Arena.

The fee waiver request is for \$16,589.88 (plus GST). This fee includes extra staff time (\$2,664.51) plus the following ice rental costs:

Bill Copeland	33 hours prime time \$126.49 per hour	17 hours non-prime time \$83.75 per hour
Burnaby Lake/Kensington	59 hours prime time \$110.55 per hour	25 hours non-prime time \$72.20 per hour

## POLICY SECTION

The Pat Quinn Classic is aligned with the City of Burnaby's Corporate Strategic Plan by supporting the following:

### Goal

- A Connected Community
  - Partnership –  
Work collaboratively with businesses, educational institutions, associations, other communities and governments
- 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
  - Healthy life –  
Encourages opportunities for healthy living and well-being



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## **RECOMMENDATION**

It is recommended that the request to waive fees for ice rental costs for the Pat Quinn Classic in the amount of \$16,589.88 (plus GST) be approved and that the contents of this report be shared with Mr. Larry Hayes, Executive Administrator, Burnaby Minor Hockey Association.



Dave Ellenwood

**DIRECTOR - PARKS, RECREATION & CULTURAL SERVICES**

TK:km

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