



PARKS, RECREATION AND CULTURE COMMISSION

NOTICE OF OPEN MEETING

DATE: TUESDAY, 2020 JANUARY 21

TIME: 6:00 PM

PLACE: Council Chambers, Burnaby City Hall

A G E N D A

	<u>PAGE</u>
1. <u>CALL TO ORDER</u>	
2. <u>MINUTES</u>	
a) Minutes of the Parks, Recreation and Culture Commission Open meeting held on 2019 December 03	1
3. <u>DELEGATIONS</u>	
a) Burnaby Mountain Biking Association Speaker: George Fedosov, Director and Member Judy B. Garren, President	8
4. <u>CORRESPONDENCE</u>	
a) Correspondence from Susan Kirkby, Burnaby Minor Lacrosse Club Vice President/Registrar Re: Jack Crosby Novice All-Star Tournament 2020	9
b) Correspondence from Antonia Beck - Executive Director, Burnaby Neighbourhood House Re: 2020 Diamond Ball Gala	10
c) Correspondence from Dylan Kennard Re: Confederation Skatepark	11
5. <u>DIRECTOR'S REPORTS</u>	
a) Director's Report No.1, 2020 January 21	12

i)	2020 Jack Crosby All Star Tournament	13
ii)	2020 Recognition Night	15
iii)	2020 January - Covered Sports Boxes - Community Benefit Reserve Funds Request	18
iv)	2020 January - Parks, Recreation and Cultural Services Capital Funding Bylaw	20

6. NEW BUSINESS

7. INQUIRIES

8. ADJOURNMENT



PARKS, RECREATION AND CULTURE COMMISSION MINUTES

Tuesday, 2019 December 03

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, 2019 December 03 at 6:00 p.m.

1. CALL TO ORDER

PRESENT: Councillor Paul McDonell
Councillor Sav Dhaliwal
Commissioner Karin Alzner
Commissioner Stace Dayment
Commissioner James Jang
Commissioner Barbara Larkin
Commissioner Claire Preston
Commissioner Dan Staschuk

ABSENT: Commissioner Guyle Clark
Mr. Bill Brassington, School Board Trustee

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. Dean Pelletier, Assistant Director - Business Operations
Ms. Karin Hung, Senior Current Planner - Planning and Building
Mrs. Kathryn Matts – Administration Officer
Ms. Theresa Cheng – Recording Secretary

The Chair Called the meeting to order at 6:06 p.m.

The Chair recognized the ancestral and unceded homelands of the hən̓q̓əmin̓əm̓ 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 November 12**

MOVED BY COMMISSIONER DAYMENT
SECONDED BY COMMISSIONER JANG

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

CARRIED UNANIMOUSLY

3. DELEGATIONS**a) Burnaby Mountain Biking Association
Speaker: George Fedosov**

The delegation did not appear before the Commission.

4. CORRESPONDENCE**a) Roberta Flint Re: Riverway Golf Course Restaurant**

Correspondence was received from Ms. Roberta Flint, expressing concerns regarding lack of access to Riverway Golf Course Clubhouse Restaurant dining availability during the Christmas season. Commission was advised that staff contacted the writer to address her concerns.

Commissioner Jang inquired if the issue had to do with the online registration system. Staff advised that it was not an online booking. Commissioner Jang advised that he had had issues with the online reservation system in the past.

Staff undertook to look into the online reservation system to ensure it is working efficiently.

5. DIRECTOR'S REPORTS**a) Director's Report No.11
2019 December 03**

The Director Parks, Recreation and Cultural Services submitted his Report No. 11, dated 2019 December 03, covering the following items listed as i-v:

MOVED BY COMMISSIONER STASCHUK
SECONDED BY COMMISSIONER PRESTON

THAT the Director's Report be received.

CARRIED UNANIMOUSLY

i) CONFEDERATION PARK STORM WATER MANAGEMENT PLAN

The Director Parks, Recreation and Cultural Services submitted a report requesting approval for the Storm Water Management Plan for Confederation Park as a green infrastructure project. The development of the storm water drainage system, including the reconstruction of Rainbow Creek, will be incrementally phased in. The balance of open space for recreational programs and water drainage routes will be re-assessed within each zone as projects proceed. Public consultation on the overall plan would be scheduled in 2020, and notification of proposed dates and times would be brought forward to Commission for approval. Sufficient funds were identified in the five-year capital project to begin the works outlined in the report.

It was recommended:

1. THAT approval be granted in principle for the Storm Water Management Plan for Confederation Park.
2. THAT staff be authorized to pursue the preparation of a public consultation for the Storm Water Management Plan and the proposed park improvements associated with the plan.

MOVED BY COMMISSIONER STASCHUK
SECONDED BY COMMISSIONER DAYMENT

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

CARRIED UNANIMOUSLY

ii) 2019 PARKS, RECREATION AND CULTURAL SERVICES TRANSFER OF DONATIONS/SPONSORSHIP FUNDS TO RESERVES

The Director Parks, Recreation and Cultural Services submitted a report requesting a transfer to Parks, Recreation and Cultural Services operating reserves as an annual administrative process.

It was recommended:

1. THAT a transfer to Parks, Recreation and Cultural Services operating reserves of \$67,298 in donations be approved for use in future years.
2. THAT a transfer from Parks, Recreation and Cultural Services operating reserves of \$19,078 be approved for current year programs.

MOVED BY COMMISSIONER STASCHUK
SECONDED BY COMMISSIONER DAYMENT

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

CARRIED UNANIMOUSLY

iii) AQUAFIT PROGRAMMING

The Director Parks, Recreation and Cultural Services submitted a report providing information on current and planned recruitment and retention practices for Aquafit instructors. The report was in response to a delegation that appeared before the Commission on 2019 November 12. Mr. Paul McGown and Mr. Lee spoke on the reduction of Aquafit classes offered by the City and the need for more Aquafit instructors. The report advised that the work to address the expressed concerns with the Aquafit service is underway. The goal of this work is to implement changes in the first quarter of 2020. An update will be provided to Commission at the 2020 February meeting.

It was recommended:

1. THAT Commission receive this report for information.
2. THAT Mr. Paul McGown and Mr. Richard Lee be sent a copy of this report.

MOVED BY COMMISSIONER LARKIN
SECONDED BY COMMISSIONER DAYMENT

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

CARRIED UNANIMOUSLY

**iv) 2019 DECEMBER – PARKS, RECREATION AND CULTURAL SERVICES
CAPITAL FUND BYLAW**

The Director Parks, Recreation and Cultural Services submitted a report requesting Commission recommend Council authorization of a Capital Reserve Fund Bylaw, to finance 2020 projects as outlined in the report.

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 \$1,185,000 to finance the projects outlined in this report.

MOVED BY COMMISSIONER STASCHUK
SECONDED BY COMMISSIONER LARKIN

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

CARRIED UNANIMOUSLY

v) BURNABY ARTS COUNCIL OPERATING CONTRIBUTION

The Director Parks, Recreation and Cultural Services submitted a report to request Commission approval for Burnaby Arts Council funding. The report advised that the Burnaby Art Council (BAC) requested a contribution for operating assistance, which Commission has supported annually at the \$25,000 level since 2000. In addition to the grant, the BAC also receives access to a City building at 6584 Deer Lake Avenue to use as their base and community art gallery along with custodial, gardening, maintenance, capital upgrades and utility support. The BAC also asked for consideration of running a 50/50 draw or raffle at the 2020 Burnaby Blues and Roots Festival as was successfully done in 2019. In its 49th year, the return on the investments made by the City of Burnaby to the BAC has been significant.

It was recommended:

1. THAT an operating contribution of \$25,000 be awarded to the Burnaby Arts Council for the 2020 fiscal year.
2. THAT the Burnaby Arts Council be permitted to operate and profit from the proceeds of a properly licensed 50/50 draw or raffle at the 2020 Burnaby Blues and Roots Festival.
3. THAT the Burnaby Arts Council be commended for their work and commitment to the arts in Burnaby.
4. THAT the Burnaby Arts Council be so informed.

MOVED BY COMMISSIONER STASCHUK
SECONDED BY COMMISSIONER ALZNER

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

CARRIED UNANIMOUSLY

6. **NEW BUSINESS**

Commissioner Barbara Larkin – Commissioner Guyle Clark’s End of Term

Commissioner Larkin reminded Commission that the meeting would have been the last meeting for Commissioner Guyle Clark as his term had come to an end.

Staff advised that Commissioner Clark would be invited to attend Recognition Night and the Volunteer Appreciation Dinner in 2020.

Chair McDonell thanked Commissioner Clark for his service to the citizens of Burnaby during his three-year term with the Parks, Recreation and Culture Commission and his work as a member of the Burnaby Art Gallery Advisory Committee during his term.

Commissioner Karin Alzner – Christmas with the Horses

Commissioner Alzner advised she had an opportunity to attend the Christmas with the Horses event put on by the Burnaby Horsemen’s Association and it was well attended by children of all ages.

Commissioner Karin Alzner - Burnaby Village Museum Tree Lighting Ceremony

Commissioner Alzner advised that she attended the Tree Lighting Ceremony at Burnaby Village Museum and was very impressed with the turnout and the light display,

7. **INQUIRIES**

There were no inquiries brought forward.

8. ADJOURNMENT

MOVED BY COMMISSIONER STASCHUK
SECONDED BY COMMISSIONER DAYMENT

THAT the Open Commission meeting do now adjourn.

CARRIED UNANIMOUSLY

The Open Commission meeting adjourned at 6:25 p.m.

Kathryn Matts
COMMISSION SECRETARY

Councillor Paul McDonell
CHAIR

From: BMBA Info <bmbainfo@gmail.com>
Sent: Tuesday, November 05, 2019 12:57 PM
To: Matts, Kathryn <Kathryn.Matts@burnaby.ca>
Cc: George Fedosov [REDACTED]
Subject: Request for Delegation-City of Burnaby Parks Commission

Hello Kathryn,

Burnaby Mountain Biking Association ("BMBA") is requesting to appear as a delegation before the Parks, Recreation, and Culture Commission on December 03, 2019. Our delegation will consist of 3 members.

The subject is Burnaby Mountain Trail Maintenance.

The speaker will be George Fedosov, Director and Member of BMBA, who will speak to a PowerPoint presentation (see attached). George's contact information is as follows:

George Fedosov



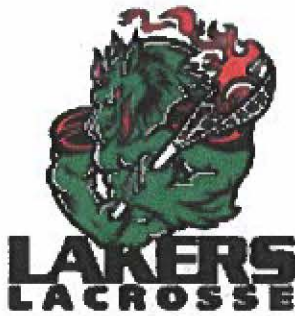
We look forward to updating the Commission on BMBA's activities, and following up on requests from the previous delegation in June.

Thank you and Regards,

Judy B. Garren

President, Burnaby Mountain Biking Association

Note: Originally scheduled to attend December meeting and advised they would attend 2020.01.21



RECEIVED
Parks, Recreation & Cultural Services

DEC 04 2019

Refer To <i>km</i>	Initials <i>DC</i>
<i>cc</i>	

December 2, 2019

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

Dear Mr. Ellenwood,

Re: JACK CROSBY NOVICE ALL - STAR TOURNAMENT 2020

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

This coming year marks the 35th Annual Jack Crosby All-Star Tournament and will take place July 9, 10, 11, and 12, 2020 at the Bill Copeland, Burnaby Lake and Kensington arenas. Teams from Vancouver Island and the BC Interior have already contacted us to reserve spots in our 2020 tournament.

We kindly request that Burnaby Parks and Recreation Cultural Services consider waving the Arena Time Allotment Fees for the 2020 event as you have so graciously done in previous years. As our tournament has grown in popularity over the past few years we will require floor time on Bill Copeland, Burnaby Lake and Kensington (minimal) to cover the number of games in the tournament.

We also would like to thank the concession for having chicken strips and fries on the menu for the past tournaments and hope that such can be done again for the 2020 Tournament as we believe they sold very well and made many kids happy.

Thank you for your time and consideration.

Sincerely,

Susan Kirkby
BMLC Vice President/Registrar
604-312-6181 (cell)
skirkby@telus.net

Item No. 1 (i) of the Director's Report refers to this correspondence



December 17, 2019

Kathryn Matts
Commission Secretary
City of Burnaby | Parks Administration Office
Parks, Recreation and Cultural Services Department

Dear Members of the Commission,

The Burnaby Neighbourhood House (BNH) is presenting its 16th annual fundraising event, the **Annual Diamond Ball Gala**, which will take place on **Saturday, March 7, 2020** at the Firefighters Banquet & Conference Centre. We would like to request a donation of an item to be used in either the silent or live auction during the evening's events.

We appreciate your support of this event for the past years and would like you to once again consider a donation of passes for Golf and the Burnaby Blues Festival. If possible, 4 passes for Riverway and 4 passes for Burnaby Mountain. We will ensure that the Parks, Recreation and Cultural Department receive recognition in the evening program as an event contributor.

BNH is a charitable, non-profit organization. We are a volunteer driven community-funded agency with a unique focus on neighbours supporting neighbours. We are a place that feels like home, where everyone can connect, seniors can gather, youth can find a purpose and families can flourish.

We have seen much growth over the years and have responded to the increased demand for BNH's programs and services by recently opening a second Neighbourhood House in North Burnaby. Last year alone, over 2,900 children and youth, as well as over 5,300 adults and seniors benefited from BNH's programs and services. Money raised at the event will help us continue operating these programs and services.

This year's gala theme will have you swaying your hips to a salsa beat. "Havana Nights" will be an evening full of palm trees accompanied by icy, fruity cocktails, ending with the live dance band Rainshadow. The event is expected to sell out and be attended by Burnaby's business community and leaders.

We hope that your business will join in and support us in making our 16th Annual Diamond Ball Gala an amazing success and enable BNH to continue to make all Neighbourhoods in Burnaby better places for people to live, work and play! Please find enclosed the Auction Donation Form.

Thank you for your consideration.

Sincerely,

Antonia Beck
Executive Director
604-431-0400

This request will be addressed in the New Business portion of the Agenda.

Our Mission is to make neighbourhoods better places to live.

4460 Beresford St. Burnaby, BC V5H 0B8 P: 604-431-0400 F: 604-431-9499 info@burnabynh.ca www.burnabynh.ca



January 15, 2020

By email: parks@burnaby.ca

Burnaby Parks, Recreation & Culture Commission
Parks Administration Department
#101 - 4946 Canada Way Burnaby, BC V5G 4H7

Attention: Kathryn Matts, Commission Secretary

Dear Ms. Matts,

I am writing about the Confederation Skatepark. I am 13 years old and I love to scooter. The Confederation Skatepark is the closest skatepark to me and I have been going to this skatepark since I learned to scooter about six years ago. It has been a great place to learn, however, I was wondering if there were any plans to rebuild or upgrade the skatepark. There are many features that are very run down and the last renovation was 14 years ago, in February 2006 when the bowl was rebuilt. The bowl has many problems such as the drainage doesn't seem to work because there is usually a puddle beside the drainage grate, there is a hole/break in the middle of the bowl that if you hit it you will most likely fall, and the floor of the skatepark is asphalt and if you fall it is basically sandpaper on your body. Most new skateparks are made of smooth concrete. In addition, there is a lot of graffiti and inappropriate language inside and around the bowl.

The skatepark is a great place to learn however it would be improved by an expansion with more challenging, skill testing features and terrain for more advanced skaters. The most challenging feature is the bowl and on a busy day there is a long line up and not enough room for everyone. The skatepark would also be improved if it had lighting and better security. My friends and I regularly go to the skatepark and they too would like to see a renovation or upgrade.

Thank you for your consideration and I look forward to your response.

Sincerely,
Dylan Kennard

Burnaby Heights
[REDACTED]

Staff will contact the writer and report back to Commission at a future meeting.
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CITY OF BURNABY
PARKS, RECREATION AND CULTURAL SERVICES DEPARTMENT

DIRECTOR'S REPORT NO. 1, 2020

2020 January 21

BURNABY PARKS, RECREATION AND CULTURE COMMISSION

Ladies and Gentlemen:

Your Director reports as follows:

<u>ITEM</u>	<u>DESCRIPTION</u>
1.	2020 Jack Crosby All Star Tournament
2.	2020 Recognition Night
3.	2020 January – Covered Sports Boxes – Community Benefit Reserve Funds Request
4.	2020 January – Parks, Recreation and Cultural Services Capital Funding Bylaw

Respectfully submitted,



DAVE ELLENWOOD
Director Parks, Recreation and Cultural Services

km



Item	1
Director's Report No.....	1
Meeting	2020 Jan 21

COMMISSION REPORT

TO: CHAIR AND MEMBERS
PARKS, RECREATION & CULTURE
COMMISSION

DATE: 2020 Jan 03

FROM: DIRECTOR - PARKS, RECREATION &
CULTURAL SERVICES

FILE: 2410-20

**SUBJECT: BURNABY MINOR LACROSSE CLUB FEE WAIVER REQUEST -
JACK CROSBY NOVICE ALL STAR TOURNAMENT**

PURPOSE: To respond to a fee waiver request for the Jack Crosby Novice All Star Tournament by the Burnaby Minor Lacrosse Club.

RECOMMENDATIONS:

1. **THAT** Burnaby Minor Lacrosse Club be granted a fee waiver for the use of Bill Copeland Sports Complex, Burnaby Lake Arena and Kensington Arena for the 2020 Jack Crosby Novice All Star Tournament.
2. **THAT** a copy of this report be sent to Susan Kirkby, Burnaby Minor Lacrosse Club (BMLC) Vice President and Registrar.

REPORT**1.0 INTRODUCTION**

Appearing as correspondence is a letter from Ms. Susan Kirkby, Vice President and Registrar of the Burnaby Minor Lacrosse Club for the 2020 Jack Crosby Novice All Star Tournament, requesting that the facility rental fees for the use of three City of Burnaby arenas for this event be waived. The tournament, in its 35th year, is taking place 2020 July 09 to July 12.

Staff works with BMLC to make the necessary facility schedule modifications in order to accommodate this event. The tournament has the support of the other sports organizations that utilize the arenas. The allotment cost, based on the club's request at this time, is estimated to be \$5,505.52 (GST excluded) which represents community group rates for both prime and non-prime times. Additional staff time is required to assist with the facilitation of the event. The staff cost estimate at this time is \$1,392.81, which will be covered by the BMLC.

To: Parks, Recreation & Culture Commission
From: Director - Parks, Recreation & Cultural Services
Re: BURNABY MINOR LACROSSE CLUB FEE
WAIVER REQUEST - JACK CROSBY
NOVICE ALL STAR TOURNAMENT

.....Page 2

2.0 POLICY SECTION

Goal

- A Connected Community
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
 - Community involvement –

3.0 BACKGROUND

The BMLC has provided a valuable service to the sport of lacrosse and have given a positive experience to the youth of Burnaby since 1963.

4.0 RECOMMENDATION

It is recommended that the facility rental fee be waived to support this historical event but that the club pay the direct costs for additional staff. Food Services revenue will assist in offsetting the impact of waiving the allotment fees.



Dave Ellenwood
DIRECTOR - PARKS, RECREATION & CULTURAL SERVICES

TK:km



Item	2
Director's Report No.....	1
Meeting	2020 Jan 21

COMMISSION REPORT

TO: CHAIR AND MEMBERS
PARKS, RECREATION & CULTURE
COMMISSION

DATE: 2020 Jan 03

FROM: DIRECTOR - PARKS, RECREATION &
CULTURAL SERVICES

FILE: 2410-20

SUBJECT: 2020 RECOGNITION NIGHT

PURPOSE: To request approval to host the 2020 Recognition Night on Friday, 2020 April 17 at the Riverway Golf Course Clubhouse.

RECOMMENDATION:

1. **THAT** approval be given to host Recognition Night on Friday, 2020 April 17, at the Riverway Golf Course Clubhouse.

REPORT**1.0 INTRODUCTION**

Recognition Night is an annual event hosted by the Parks, Recreation and Culture Commission to recognize the important contribution that the volunteer community groups add to the provision of parks, recreational and cultural programs and services in the city. In 2019, Recognition Night took place on April 26 at the Riverway Golf Course Clubhouse with approximately 170 people in attendance.

The event continues to be popular with Burnaby's community organizations and the Riverway Clubhouse has proven to be a very successful venue.

The invitation criteria reflect that the community organizations provide a service or partnership role, which enhances the services provided by our department.

The invitation criteria are as follows:

1. The purpose of Recognition Night is to honour representatives from not-for-profit groups that provide a significant benefit to the community through the provision of parks, recreation and cultural services either through a partnership or as a service, which enhances that offered by the department.

To: Parks, Recreation & Culture Commission
From: Director - Parks, Recreation & Cultural
Services
Re: Recognition Night 2020

.....Page 2

2. Representatives from groups who offer open membership to all qualified and interested Burnaby residents are invited.
3. Representatives from those sports associations which represent more than one team are invited.

2.0 POLICY SECTION

Goal

- A Connected Community
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
 - Community involvement –

3.0 RECOMMENDATION

It is recommended that approval be given to host Recognition Night on Friday, 2020 April 17, at the Riverway Golf Course Clubhouse. Staff will be working on the arrangements in the coming months and the attached draft program is for the Commission's information. Estimated expenses for the 2020 Recognition Night are \$14,000.



Dave Ellenwood
DIRECTOR - PARKS, RECREATION & CULTURAL SERVICES

KM
Attachment

<u>DRAFT</u>

2020 RECOGNITION NIGHT
THE CLUBHOUSE AT RIVERWAY GOLF COURSE
FRIDAY, 2020 APRIL 17

APPROXIMATE TIME

6:00 - 7:00 pm GUEST SIGN-IN AND SOCIAL HOUR

Chair and Commissioners will take turns greeting guests as they arrive.

- Sign-in of guests / Name tags will be available
- Cash Bar

7:00 - 7:15 pm INTRODUCTIONS

Chair requests guests to be seated.

- Welcome and Introductory remarks: Commission Chair
- Introduction of the Mayor or Acting Mayor
Brief welcome from the Mayor or Acting Mayor
- Remarks by Chair:
 - Introduction of Commissioners
 - Introduction of Special Guests
 - Introduction of Staff

Cash Bar remains open during dinner.

7:15 - 8:30 pm DINNER

8:30 pm PRESENTATIONS

- Thank you to staff
- Presentation of gift to former Commissioner(s)
 - Recognition of all Volunteers - Digital Presentation (5 min.)
 - Flower arrangements presentation

8:45 pm CLOSING BY CHAIR



Item.....	3
Director's Report No.....	1
Meeting	2020 Jan 21

COMMISSION REPORT

TO: CHAIR AND MEMBERS
PARKS, RECREATION AND CULTURE
COMMISSION

DATE: 2020 Jan 13

FROM: DIRECTOR PARKS, RECREATION AND
CULTURAL SERVICES

FILE: 62500-01

SUBJECT: 2020 JANUARY – COVERED SPORTS BOXES - COMMUNITY
BENEFIT RESERVE FUNDS REQUEST

PURPOSE: To request the use of Community Benefit Reserves to finance the
Covered Sports Boxes Project.

RECOMMENDATION:

1. **THAT** the Parks, Recreation and Culture Commission recommend that Council authorize the use of Community Benefit Reserves in the amount of \$4,000,000 to finance the project outlined in this report.

REPORT**1.0 INTRODUCTION**

The 2020–2024 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 2020–2024 Provisional 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 2020 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 Dynamic Community – City facilities and infrastructure
- A Connected Community – Social connection
- An Inclusive Community – Create a sense of community

To: Parks, Recreation and Culture Commission
From: Director Parks, Recreation and Cultural
Services
Re: 2020 January – PRCS Community Benefit
Fund Request

.....Page 2

**1. Covered Sports Boxes
(DPW.0399)**

\$4,000,000 (estimated)

Funding is for design and construction of covered sports boxes (located at Riverway Sports Complex and Confederation Park) as well as addition of lights at select existing lacrosse boxes. Initial work includes geotechnical site assessments to determine construction strategy and cost implications with detail design and construction to follow.

These expenditures will be included in the 2020-2024 Provisional 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 \$4,000,000, to finance the project outlined in this report.



Dave Ellenwood
DIRECTOR PARKS, RECREATION and CULTURAL SERVICES

JQ:km:tc

P:/admin/prcc/reports/2020.01.21/2020 January PRCS Community Benefit funding request.docx

Copied to: Director of Finance



Item	4
Director's Report No.....	1
Meeting	2020 Jan 21

COMMISSION REPORT

TO: CHAIR AND MEMBERS
PARKS, RECREATION AND CULTURE
COMMISSION

DATE: 2020 Jan 6

FROM: DIRECTOR PARKS, RECREATION AND
CULTURAL SERVICES

FILE: 62500-01

SUBJECT: **2020 JANUARY - PARKS, RECREATION AND CULTURAL SERVICES
CAPITAL FUNDING BYLAW**

PURPOSE: To request a Capital Reserve Fund Bylaw to finance 2020 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 \$6,435,000 to finance the projects outlined in this report.

REPORT**1.0 INTRODUCTION**

The 2020–2024 Provisional 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 2020 – 2024 Financial Plan (Parks Section). Expenditure for all projects is planned for 2020, subject to operating conditions.

This report is to seek Council approval of fund allocation for 2020 Parks projects in advance of Council adoption of the 2020 financial plan and sufficient Capital Reserve Funds are available to finance the capital projects outlined in this report.

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

To: Parks, Recreation and Culture Commission
 From: Director Parks, Recreation and Cultural Services
 Re: 2020 January - Parks, Recreation and Cultural
 Services Capital Funding Bylaw

.....Page 2

- A Dynamic Community – City facilities and infrastructure
- A Healthy Community – Healthy environment
- A Connected Community – Social connection.

CULTURAL DIVISION TOTAL \$795,000

- 1. Burnaby Art Gallery – Art Preparation Area (DPX.0235) \$50,000 (estimated)**
 Interior fit-outs in basement of the Gallery to create a receiving area for artwork, which will include installation of an art conservation table, custom built-in shelving, and racking for stock frames; and an office space within the same area.
- 2. Burnaby Village Museum Christmas Equipment (DPY.0112) \$35,000 (estimated)**
 Funding to be used for additional decor and lighting to enhance the Burnaby Village Museum's annual Heritage Christmas event. New lighting features, audio-visual equipment, and themed-décor will ensure the success of this seasonal event. Replacement light strings will also be required for some of the existing light displays.
- 3. Burnaby Village Museum Carousel Safety Upgrades (DPX.0239) \$25,000 (estimated)**
 This project will install rubber surfacing on the floor below the carousel ride. Three-inch thick fall-protection padded flooring, the same as that used in playgrounds, will be installed in the inner circle of the carousel to prevent injury to riders should they accidentally step off the inner edge of the floor or fall from a horse. Funding includes all labour, materials and supplies.
- 4. Burnaby Village Museum Exhibit Upgrades (DPX.0238) \$105,000 (estimated)**
 Upgrades to include interior fit-outs to three exhibit spaces around the Village including the Chinese Herbalist Shop, Indigenous Learning House, and the Carousel Activity Room. Each space will receive new interpretation and new infrastructure to increase the museum's ability to welcome an increase in visitors to the museum every year.
- 5. Burnaby Village Museum Land Improvements (DPW.0417) \$ 75,000 (estimated)**
 This project consists of landscaping improvements to improve visitor and worker safety including ground stabilization and upgrades to assist with crowd control and foot traffic flow efficiency. Work to include removal of perennials and replacement

To: Parks, Recreation and Culture Commission
 From: Director Parks, Recreation and Cultural Services
 Re: 2020 January - Parks, Recreation and Cultural
 Services Capital Funding Bylaw

.....Page 3

with grass; installations of retaining wall; sidewalk renewals; and other landscape improvements.

6. Cultural Services Equipment \$100,000 (estimated)
(DPY.0114)

This project is to provide the Burnaby Art Gallery, Burnaby Village Museum and Shadbolt Centre with up to date equipment. The replacement equipment will primarily consist of art, museum, and theatre equipment.

7. Shadbolt Theatre – Lighting, Sound and Flooring \$50,000 (estimated)
(DPX.0240)

Continued upgrades to both the Studio and James Cowan Theatres to keep up with changing technologies and artist demands, and to improve overall customer experience.

8. Shadbolt Dance Studios – Flooring Replacement \$75,000 (estimated)
(DPX.0241)

This project includes the demolition and removal of the floor suspension system, replacement of the suspension system and new specialized floor covering. The floor system and covering that are being considered are professional grade within the dance sector.

9. Eagles Estate and Baldwin House Interior Fit-Outs \$30,000 (estimated)
(DPX.0242)

Funding will be utilized to convert the Eagles Estate and Baldwin House into short-term living spaces for the Artist-in-Residence program. Work includes interior fit-outs, new furniture and equipment.

10. Shadbolt Entrance Wheelchair Ramp \$200,000 (estimated)
(DPW.0419)

This project is to add a wheelchair ramp to the current pedestrian walkway that connects Deer Lake Avenue and Canada Way. This work will allow pedestrians using public transportation a wheelchair path to access the Shadbolt Centre and the Festival Lawn. Work will include adding a concrete wheelchair ramp with handrails, basalt accent, lighting and granite veneer and will be coordinated with the Deer Lake Avenue Urban Trail project.

11. Shadbolt Kiln Station Walkway \$50,000 (estimated)
(DPW.0418)

Currently, there are no walkways that lead from the kiln shed to the adjacent pottery studios or to the main access road. This makes transporting large quantities of finished pottery as well as heavy equipment on uneven surface difficult. Work to include installing several concrete paths around the kiln station.

To: Parks, Recreation and Culture Commission
 From: Director Parks, Recreation and Cultural Services
 Re: 2020 January - Parks, Recreation and Cultural
 Services Capital Funding Bylaw

.....Page 4

These walkways will allow staff to transport pottery and equipment more safely and efficiently.

RECREATION DIVISION TOTAL \$660,000

12. Burnaby Lake Sports Complex West Sound System \$40,000 (estimated) (DPY.0117)

Upgrading the existing sound system including installation of amplifiers, wireless microphones, cables and connectors, a processing tower and appropriate user interface. The outcome will be a multi-functional sound system with enhanced audio and facility coverage for use by sports groups during events, games or tournaments, and staff for programs announcements or emergencies.

13. Recreation Equipment \$200,000 (estimated) (DPY.0119)

New and replacement equipment for the enhancement of recreation facilities and program delivery. Current year examples include combo court dividers and floors, program mats, table tennis tables, program equipment and storage, adult and child sized tables and chairs, locker enhancements, lifejackets, and reception and lobby area furniture. Life expectancies of this equipment vary depending on wear and tear, technological advancement and patron expectations.

14. Fitness and Athletic Equipment \$300,000 (estimated) (DPY.0121)

New and replacement equipment for fitness and athletic classes and for the weight rooms at all facilities. Examples include strength training machines, free weights and racks, cardio training equipment (e.g. stationary bicycles, treadmills, and stair machines), cycle studio bikes, yoga studio and fitness class equipment (e.g. mats, hand weights, and blocks), program mats, nets, standards, gymnastics equipment, or TRX suspension systems. Life expectancies of this equipment vary depending on wear and tear, technological advancement trends and activity patron expectations.

15. Sports and Outdoor Equipment \$90,000 (estimated) (DPY.0122)

New and replacement equipment for the Sports Fields and Outdoor programs. Examples include goals used for soccer, field lacrosse and field hockey, bleachers, kayaks, and canoes. Life expectancies of this equipment vary depending on wear and tear, technological advancement and patron expectations.

To: Parks, Recreation and Culture Commission
 From: Director Parks, Recreation and Cultural Services
 Re: 2020 January - Parks, Recreation and Cultural
 Services Capital Funding Bylaw

.....Page 5

16. Swangard Stadium Storage Flooring Improvements \$30,000 (estimated)
(DPY.0123)

Upgrading the storage room area flooring which is damaged and has been compromised by moisture and molding. This project involves preparing the ground, pouring concrete into seven areas to install a flush concrete slab, and grading. The upgrade will increase safety for staff and user groups accessing the storage rooms.

GOLF DIVISION TOTAL \$635,000

17. Burnaby Mountain Cart Storage Upgrades \$200,000 (estimated)
(DPX.0243)

Design options and sub-soil testing to consider options for expanding storage capacity to meet the size of existing cart rental fleet.

18. Riverway Golf Course – Public Washrooms \$20,000 (estimated)
(DPX.0246)

Upgrades to the on-course washroom inclusive of fixtures, flooring and heat systems. All labor and materials will be required.

19. Burnaby Mountain Golf Course Driving Range Upgrade \$50,000 (estimated)
(DPW.0426)

Addition of LED light standard fixtures complete with poles located at 75 m. and 125 m. to improve tracking ball trajectory throughout flight of ball.

20. Riverway Golf Course Driving Range Upgrade \$75,000 (estimated)
(DPW.0432)

Upgrades to include phased increasing height of back fence line of ranges. Enhancements to lighting and ball handling equipment and improvements to building access.

21. Burnaby Mountain Golf Course Minor Equipment \$20,000 (estimated)
(DPY.0115)

A wide variety of minor equipment required for specialized duties.

22. Burnaby Mountain Golf Course Golf Hole Construction \$75,000 (estimated)
(DPW.0421)

Design and construction of new green on hole #15, resurface #14 green, and temporary holes as needed. All materials and labour will be required.

To: Parks, Recreation and Culture Commission
 From: Director Parks, Recreation and Cultural Services
 Re: 2020 January - Parks, Recreation and Cultural
 Services Capital Funding Bylaw

.....Page 6

23. Burnaby Mountain GC Landscape Improvements \$20,000 (estimated)
(DPW.0423)

Redevelopment of the general landscape areas around the golf course to enhance appearance and improve ecosystems including work pertaining to retaining walls and pathways.

24. Burnaby Mountain GC Tee Surface Improvements \$25,000 (estimated)
(DPW.0422)

Redesign and development of playing areas to enhance safety & playability. These improvements and betterments will assist in maintaining flow of the course and versatility of challenge level.

25. Central Park Pitch & Putt - Tee Box & Green \$20,000 (estimated)
(DPW.0428)

Development and construction of tee boxes inclusive of paving staging area and re-landscaping.

26. Riverway Golf Course GC Landscape Improvements \$20,000 (estimated)
(DPW.0430)

Redevelopment of the general landscape areas around the golf course to enhance appearance and improve ecosystems including work pertaining to retaining walls and pathways.

27. Riverway Golf Course Tee Surface Improvements \$100,000 (estimated)
(DPW.0429)

Redesign and development of playing areas to enhance safety & playability. These improvements and betterments will assist in maintaining flow of the course and versatility of challenge level.

28. Burnaby Mountain Golf Course Entry Improvements \$10,000 (estimated)
(DPW.0427)

Modify and add structural panel to existing gate frame at the entrance to eliminate access during the off hours with enhanced signage to be installed in the future.

PARKS OPERATIONS TOTAL \$3,750,000

29. Burnaby Mountain Park – Bike Skills Area \$400,000 (estimated)
(DPW.0364)

Funding required for development of the second phase of the Mountain Air Bike Skills Park. The work will include addition of structural fill, compaction and shaping of grades to create additional features. Structural timbers on existing jumps and ramps will be replaced to maintain safety standards.

To: Parks, Recreation and Culture Commission
 From: Director Parks, Recreation and Cultural Services
 Re: 2020 January - Parks, Recreation and Cultural
 Services Capital Funding Bylaw

.....Page 7

30. Deer Lake Park – Oakland Staircase Replacement \$1,000,000 (estimated)
(DPW.0363)

Funding is for detail design and tender construction packages, followed by tender and construction of the works. Work will address deterioration of the staircase segments and is inclusive of flatwork and terraces, concrete stairs, the upper fountain, walls, paths, grading and drainage works. Work will include demolition of select hard and soft landscapes, installation of new concrete, asphalt, lighting, irrigation and planting.

31. Central Park – Perimeter Urban Trail \$1,400,000 (estimated)
(DPW.0237)

The Central Park perimeter project is a multiyear project to create a continuous multi-use trail on the perimeter of Central Park. This funding will be used for the third section of the perimeter trail that runs along Imperial Street from Willingdon to Boundary. The funding will be used for detail design and construction documents for the construction works including excavation, removals, grading, asphalt, rubberized surfacing, trail lighting, signage and site furniture.

32. Deer Lake Century Garden \$200,000 (estimated)
(DPW.0375)

Funding will allow for the construction of a formal frontage and entry into Century Garden off Deer Lake Parkway and a wheelchair accessible ramp to improve access to the Shadbolt Centre. The Century Garden access works will include two entry beacons and a pathway leading to a circular garden plaza and a low retaining wall along the north edge of the garden. In order to advance the project, funding is requested now to facilitate a contract award that requires an additional \$200,000. Accordingly, \$200,000 of the 2020 capital plan associated with the Burnaby Lake Sports Complex – West Artificial Field project has been re-allocated to this project.

33. Bear Proof Garbage Containers \$100,000 (estimated)
(DPW.0437)

Addition of bear proof garbage containers in select parks with known bear issues to improve public safety and security.

34. Vehicle Purchase \$650,000 (estimated)
(DPZ.0026)

Additions to the Park Fleet to reduce response time and improve maintenance standards. The units required include one cargo van, one dump trailer, one electric truckster, two cargo trailers, one brine tank and an allowance for customization. In addition, four two-ton dump trucks to be used as watering trucks by Forestry staff are being purchased in lieu of four tractor units that are at the end of their useful life and are not being replaced in the fleet.

To: Parks, Recreation and Culture Commission
 From: Director Parks, Recreation and Cultural Services
 Re: 2020 January - Parks, Recreation and Cultural
 Services Capital Funding Bylaw

.....Page 8

ADMIN & BUSINESS DIVISION \$595,000

35. Administration Office Renovation

\$485,000 (estimated)

(DPX.0201)

This renovation project will reconfigure the current space in the Parks Administration Office to provide additional workstations and meeting spaces while providing an improved reception/waiting area for the public. Work will include removal of the existing millwork, renovation to the front counter area, augmenting additional workstations and meeting spaces, increasing storage spaces. Interior fit-out work will include but is not limited to: HVAC, plumbing, electrical, lighting, architectural wood work, carpeting, painting, office furniture, workstations, and all related equipment. The Parks Administration Office has not had a significant upgrade for approximately 20 years. This project is required due to operational demand and increasing workspace requirements.

36. Food Services Equipment

\$110,000 (estimated)

(DPY.0118)

This project includes upgrading and replacing existing restaurant and bar equipment to keep up with industry standards and ensure the function of a high volume kitchen for the Food Service Division. Examples of equipment being replaced include freezers, ovens, fryers, ice machines, and other kitchen appliances.

These expenditures will be included in the 2020-2024 Provisional Financial Plan and sufficient Capital Reserves 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 \$6,435,000 to finance the projects outlined in this report.



Dave Ellenwood
 DIRECTOR PARKS, RECREATION and CULTURAL SERVICES

JQ:km:tc

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 City Solicitor