



PARKS, RECREATION AND CULTURE COMMISSION A G E N D A

Wednesday, June 17, 2020, 5:00 p.m.

Council Chamber, City Hall

4949 Canada Way, Burnaby, BC

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1. <u>CALL TO ORDER</u>	
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5. NEW BUSINESS

6. INQUIRIES

7. ADJOURNMENT



PARKS, RECREATION AND CULTURE COMMISSION

M I N U T E S

Tuesday, March 10, 2020, 6:00 p.m.
Council Chamber, City Hall
4949 Canada Way, Burnaby, BC

PRESENT:

Councillor Paul McDonell, Chair
 Councillor Sav Dhaliwal, Member
 Ms. Barbara Larkin, Deputy Chair
 Ms. Karin Alzner, Commissioner
 Ms. Stace Dayment, Commissioner
 Mr. James Jang, Commissioner
 Ms. Claire Preston, Commissioner
 Ms. Rainy Kent, Commissioner
 Mr. Dan Staschuk, Commissioner

Mr. Dave Ellenwood, Director Parks, Recreation and Cultural Services
 Mr. Eric Bientjes, Acting Assistant Director Recreation
 Mr. Steve Bruneau, Assistant Director Parks
 Mr. David O'Connor, Assistant Director Golf Services
 Mr. Denis Nokony, Assistant Director Cultural Services
 Mr. Dean Pelletier, Assistant Director Business Operations
 Ms. Karin Hung, Senior Planner, Planning Department
 Ms. Kathryn Matts, Commission Secretary
 Ms. Theresa Cheng, Recording Secretary

1. CALL TO ORDER

The Chair called the Open Commission meeting to order at 6:00 p.m.

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

2. **MINUTES**

2.1 **Minutes of the Parks, Recreation and Culture Commission Open meeting held on 2020 February 11**

MOVED BY COMMISSIONER STASCHUK
SECONDED BY COMMISSIONER DAYMENT

THAT the minutes of the Parks, Recreation and Culture Commission meeting held on 2020 February 11 be now adopted.

CARRIED UNANIMOUSLY

3. **DELEGATIONS**

4.1 **Barnet Marine Park Business Proposal**

Mr. John Lippert appeared before Commission regarding Barnet Marine Park and expressed his desire to operate advanced kayaking lessons from the location. Mr. Lippert is a Paddle Canada Level 1 Instructor, and Eco Marine Instructor, a Pacific Paddling Symposium Coach and the owner of Tidal Journeys. Mr. Lippert provided some online reviews of his company from 2018 and 2019. Mr. Lippert is requesting permission from Burnaby Parks Administrator to obtain a business licence. Mr. Lippert hopes to run 3 Paddle Canada Kayak courses during the summer season for a total of 36 hours and a maximum of 18 people at Barnet Marine Park. Mr. Lippert advised that he had spoken with staff at Parks Administration and been advised that it would not be permissible as the City runs comparable programs. Mr. Lippert provided an excerpt from the Burnaby Parks Regulation Bylaw that states. "No person shall, without first obtaining the written permission of the Administrator, sell or expose for sale any refreshment, goods, article or thing or offer any service for a fee in or on any park. All such operations must conform to all bylaws of the Corporation. Mr. Lippert advised that the kayaking lessons he offered were Level 1 skills - an advance course from those currently offered by the City of Burnaby. Last summer only basic kayak lessons were offered by the City of Burnaby. Mr. Lippert stated that he would hope to provide a higher standard of teaching and feels that there is room for him to provide a similar service without being a conflict for City programs.

4. **CORRESPONDENCE**

4.1 **Memorandum from Administrative Officer Re: Burnaby Lake Aquatic and Arena Facility Project - Phase Two Funding Request**

A memorandum was received from the Administrative Officer advising that at the Open Council meeting held on 2020 February 24, Council received the above

noted report and adopted the recommendations contained therein. The report requested the use of Community Benefit Reserves to finance the second phase of work for the Burnaby Lake Aquatic and Arena Facility project, which includes detailed design, City development approvals, tender documents, and preliminary site servicing and offsite costs.

4.2 Memorandum from Administrative Officer Re: Deer Lake Precinct Wayfinding Project - Funding Request

A memorandum was received from the Administrative Officer advising that at the Open Council meeting held on 2020 February 24, Council received the above noted report and adopted the recommendations contained therein. The report obtained funding approval to undertake the concept and detailed design of wayfinding signage for the Deer Lake Precinct.

5. DIRECTOR'S REPORT

5.1 Rhododendron Garden on Burnaby Mountain

The Director Parks, Recreation and Cultural Services submitted a report to provide information regarding the Rhododendron Garden that was located on Burnaby Mountain.

The Director Parks, Recreation and Cultural Services recommended:

1. THAT Commission receive this report for information.
1. THAT a copy of this report be sent to Mr. Barry Jones of the Burnaby Rhododendron and Garden Society.

MOVED BY COMMISSIONER JANG
SECONDED BY COMMISSIONER ALZNER

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

CARRIED UNANIMOUSLY

5.2 **Yoga and Be Active Pass**

The Director Parks, Recreation and Cultural Services submitted a report to review and provide information on the fees at Bonsor Recreation Complex Yoga and Pilate's studio.

The Director Parks, Recreation and Cultural Services recommended:

1. THAT this report be received for information.
2. THAT a copy of this report be sent to Ms. Katy Alkins-Jang.

MOVED BY COMMISSIONER ALZNER

SECONDED BY COMMISSIONER STASCHUK

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

CARRIED UNANIMOUSLY

5.3 **Summer Swimming Schedules**

The Director Parks, Recreation and Cultural Services submitted a report to provide information regarding summer swimming schedules and programming.

The Director Parks, Recreation and Cultural Services recommended:

1. THAT Commission receive this report for information.
2. THAT a copy of this report be sent to Ms. Carrie Harding.

MOVED BY COMMISSIONER STASCHUK

SECONDED BY COMMISSIONER ALZNER

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

CARRIED UNANIMOUSLY

5.4 **Burnaby Festival of Learning - Approval for Fee Waiver**

The Director Parks, Recreation and Cultural Services submitted a report to request that the Commission approve the waiving of fees for four Festival of Learning events in May 2020, to be held at various Parks, Recreation and Cultural Services venues.

The Director Parks, Recreation and Cultural Services recommended:

1. THAT the Parks, Recreation and Culture Commission approve the waiving of rental fees for four Burnaby Festival of Learning events in May 2020, as listed in this report.
2. THAT a copy of this report be forwarded to the Burnaby Public Library Board for information.

MOVED BY COUNCILLOR DHALI WAL

SECONDED BY COMMISSIONER STASCHUK

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

CARRIED UNANIMOUSLY

5.5 2020 March - Parks, Recreation and Cultural Services Capital Funding Bylaw

The Director Parks, Recreation and Cultural Services submitted a report to request a Capital Reserve Fund Bylaw to finance 2020 projects outlined in the report.

The Director Parks, Recreation and Cultural Services recommended:

1. THAT the Parks, Recreation and Culture Commission recommend Council authorize the City Solicitor to bring forward a Capital Reserve Fund Bylaw in the amount of \$2,050,000 to finance the projects outlined in this report.

Commissioner Larkin advised that she did not recall the discussion or information about this funding request for a field hockey specific field and requested more information for a project of this magnitude.

Staff undertook to provide additional information to Commission on the project.

MOVED BY COUNCILLOR DHALI WAL

SECONDED BY COMMISSIONER DAYMENT

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

CARRIED UNANIMOUSLY

6. NEW BUSINESS

There was no new business brought forward at this time.

7. **INQUIRIES**

There were no inquiries brought forward at this time.

8. **ADJOURNMENT**

MOVED BY COMMISSIONER STASCHUK
SECONDED BY COMMISSIONER LARKIN

THAT the Parks, Recreation and Culture Commission meeting do now adjourn at 6:49 p.m.

CARRIED UNANIMOUSLY

CHAIR

COMMISSION SECRETARY

2020 June 17

Bonsor 55+ Society

Presentation to Parks & Recreation Commission

Re: Purchase of new bus

Bonsor 55+ Centre is coming to the Parks Commission for support in the purchase of a new bus to transport seniors to activities/events/outings

The bus program at Bonsor has been running since 1999, and currently has a 20 passenger bus that services the Seniors of Bonsor, Edmonds, and Cameron Seniors Centres

The current bus was purchased in 2008 for \$84,000. A new bus of similar make will cost \$134,000

- Our Mandate: To provide opportunities for seniors to continue to be able to experience outings and social interactions by getting them out and about
- Trips in 2019 – 127
- Km's 2019 – 12,078
- Revenues 2019 - \$36,085
- Expenses 2019 - \$38,424
- Deficit 2019 - \$2,339 (this does not include any depreciation value which the city does not allow us to use in our costing formula)
- Depreciation real cost approximately \$7,000 per year

City Trips

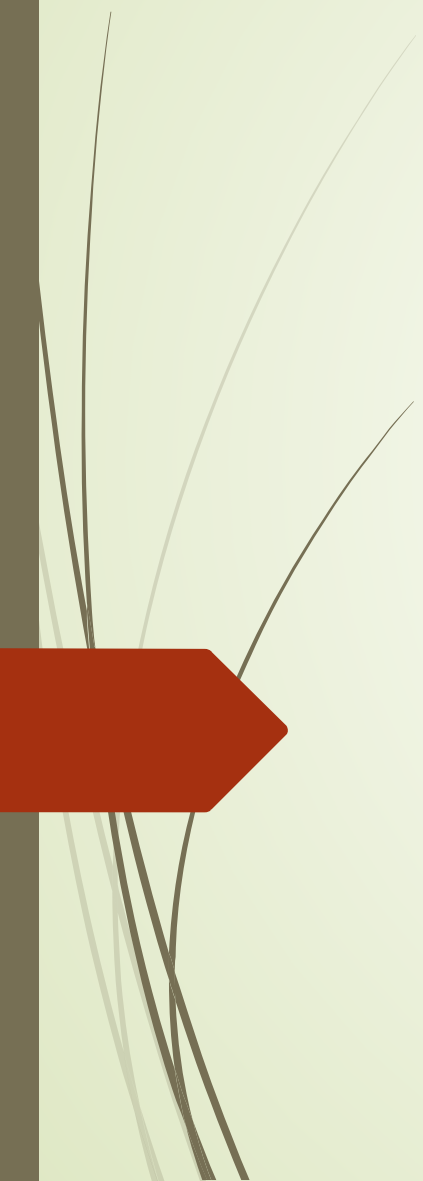
- These are trips where the Bonsor bus is used for trips scheduled by the City to run out of either Bonsor, Edmonds, or Confederation
- These account for approximately 40% of the expenses for the bus

Why are We Asking for Assistance from the City?

- We need the City to help in the purchase of a new bus
- We want to be able to start including depreciation value in our trip costing so we don't end up losing money each year
- We would like to work with the city to adjust the costing formula every year to reflect the true costs of operating the bus


Our Need

- The city of Burnaby to pay 40% of the initial bus purchase cost which would equal approximately \$50,000
- The city to meet with Bonsor bus committee each year to re-evaluate the trip cost rate

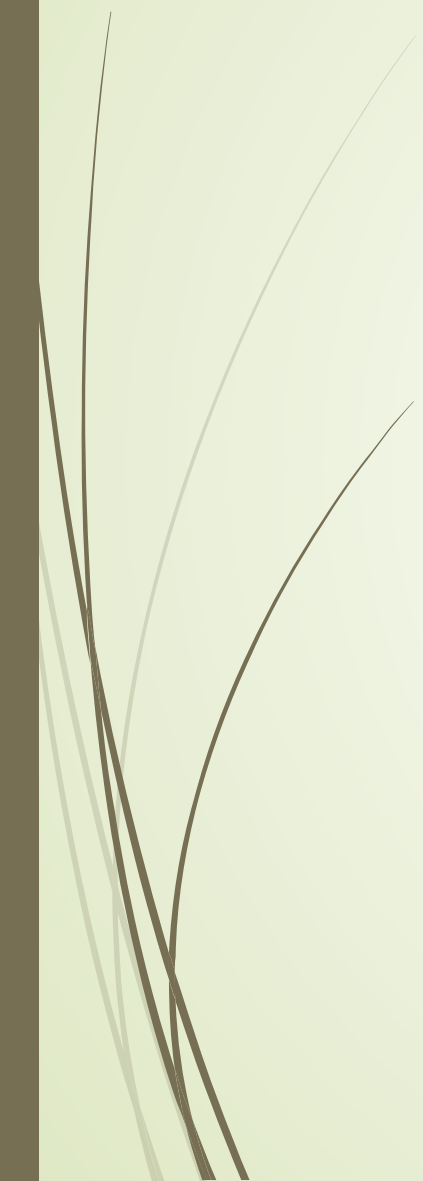


Bonsor 55+ Society

Bus Purchase



Bonsor 55+ Centre

- One of four Senior Centres in Burnaby
 - 2800 Members
 - 34 Activity "Groups"
- 



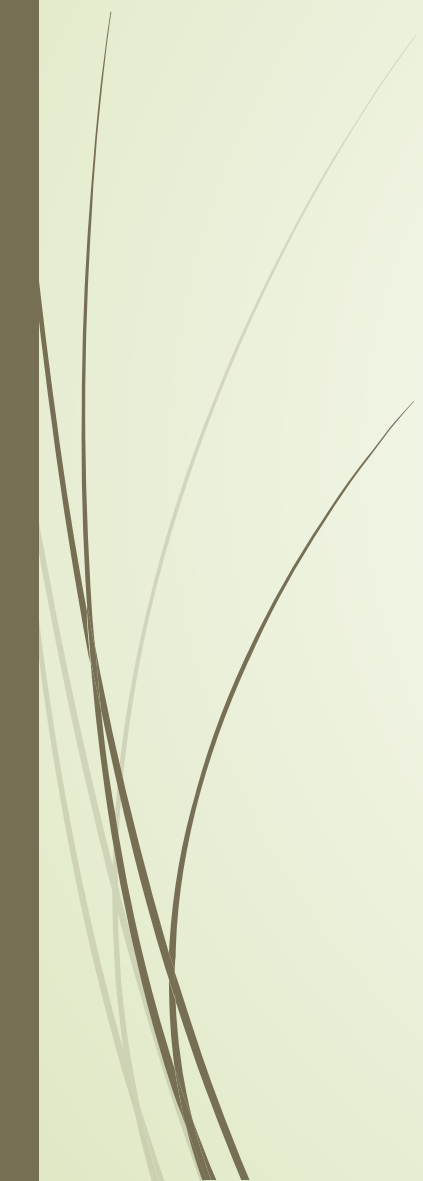
Bus History



- Bus program running at Bonsor since 1999
- 24 Passenger Bus
- Bus Purchase 1999 - \$74,000
- Bus Purchase 2008 - \$84,000 (1999 bus donated to the City)
- Bus Purchase 2020 - \$134,000



OUR MANDATE

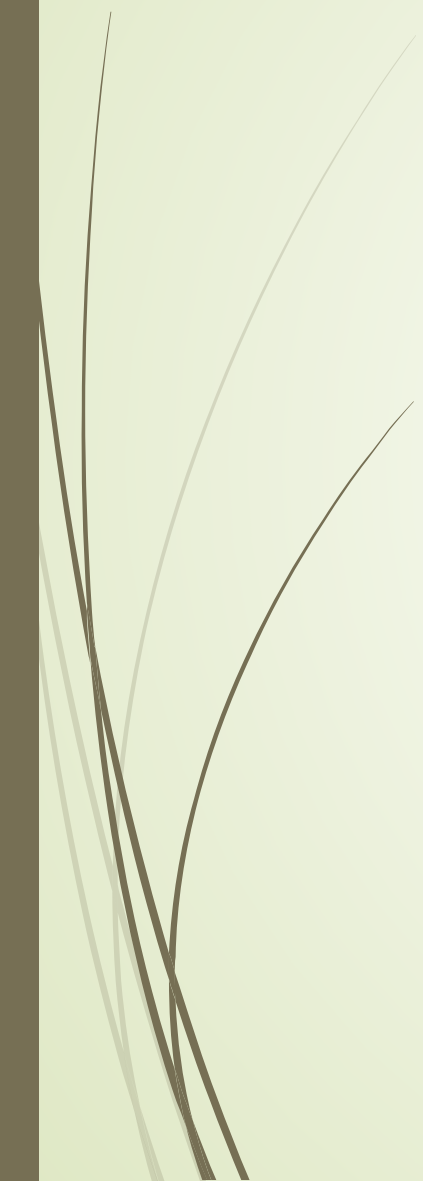
- To provide opportunities for seniors to continue to be able to experience outings and social interactions by getting them out and about
- 

DATA

- Trips in 2019 – 127
- Km's 2019 – 12,078
- Revenues 2019 - \$36,085
- Expenses 2019 - \$38,424
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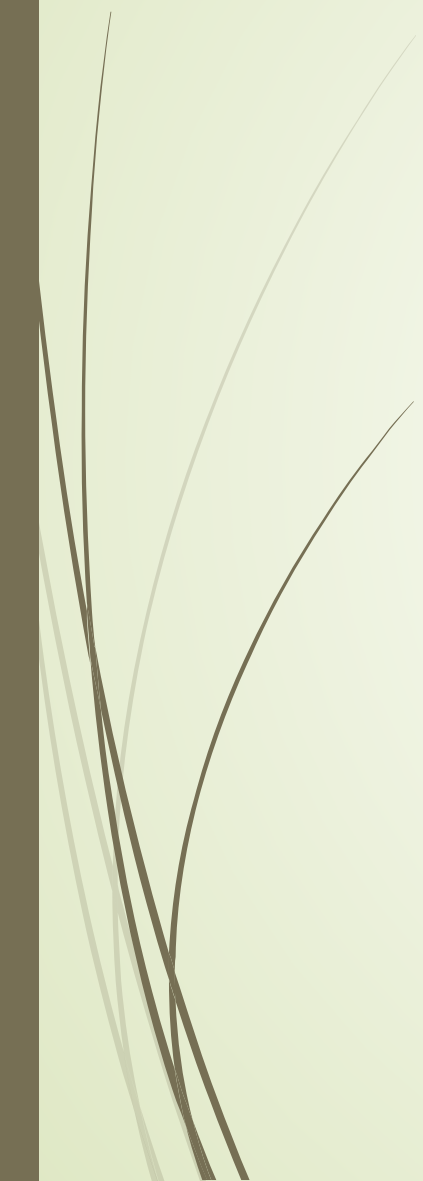


CITY TRIPS

- 
- These are trips where the Bonsor bus is used for trips scheduled by the City to run out of either Bonsor, Edmonds, or Confederation
 - These account for approximately 40% of the expenses for the bus

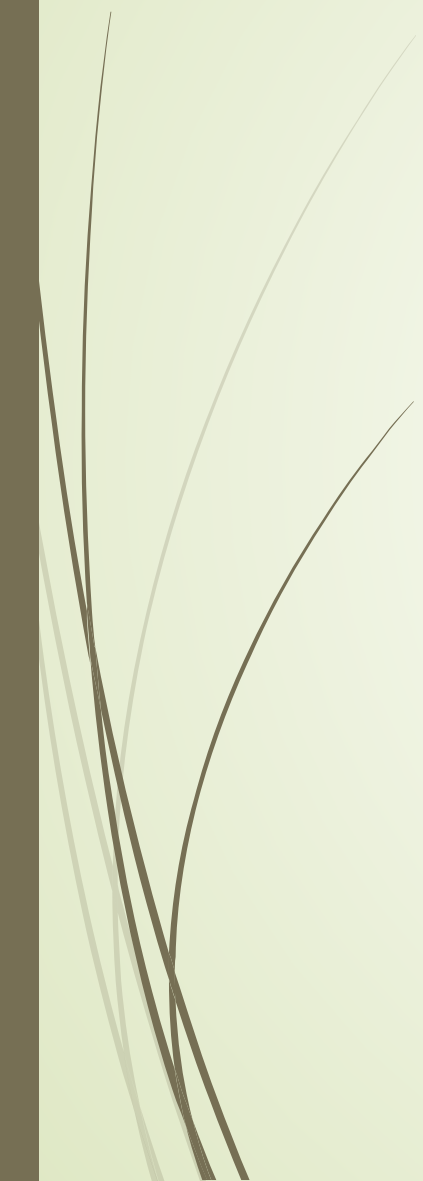


WHY ARE WE HERE?

- We need the City to help in the purchase of a new bus
 - Bonsor 55+ Society should not be expected to lay out the full cost of purchasing a new bus
 - We want to be able to start including depreciation value in our trip costing so we don't end up losing money each year
 - We would like to work with the city to adjust the costing formula every year to reflect the true costs of operating the bus
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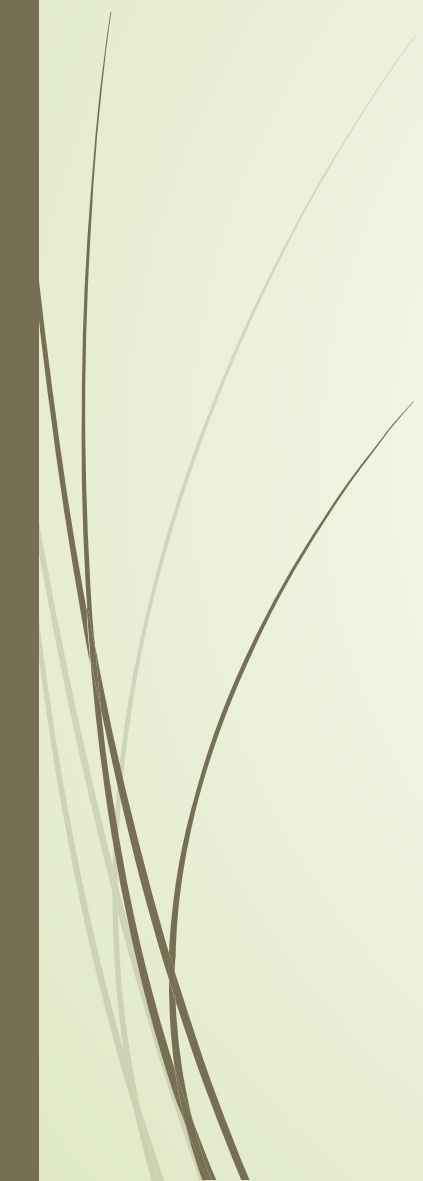


OUR NEED

- 
- The city of Burnaby to pay 40% of the initial bus purchase cost which would equal approximately \$50,000
 - The city to meet with Bonsor bus committee each year to re-evaluate the trip cost rate



QUOTES FROM OUR SENIORS

- 
- ▶ “The bus trips provide me with an opportunity to get out and see things I would never be able to see otherwise”
 - ▶ “Since my husband passed away I don’t have access to a vehicle anymore so the bus trips allow me to get out”
 - ▶ “I have so much fun on the bus trips. I meet new people and get out of my house”

From: jaden raffin [REDACTED]
Sent: Wednesday, June 03, 2020 2:49 PM
To: Parks - City of Burnaby <Parks@burnaby.ca>
Subject: Attn: Kathryn Matts – Commission Secretary: Burnaby Mountain Conservation Area

Good Afternoon,

I am writing to express concern for the management of Burnaby Mountain Conservation Area (BMCA). I have reason to believe that there are Townsend's Moles living in BMCA - attached is a photo evidencing this, which was taken on the 19th of May, 2020. Measurements of three mole-hills were taken at between 23 and 32cm in diameter, a very common size for this species. According to a study by the Canadian Department of the Environment in 2003, this species of mole is classed as endangered. It is imperative that the Burnaby City Council moves to protect the Townsend's Mole, if only because they are shown to drastically improve aeration and soil drainage (B.C. Ministry of Environment, 1999). My class has been researching endangered species and traditional First Nation's land conservation this year, and the issue at hand pertains to both of these subjects. I would like the council to raise public awareness of the Townsend's Mole. Given permission (and a small amount of funding), Burnaby Height's class of EMH419 would happily investigate the population of moles in BMCA, signifying the first step towards progress in a landmark (pardon the pun) sustainability issue.

Kind Regards, Tim McStudent.

British Columbia (B.C.) Ministry of Environment, Lands and Parks (1999). *Townsend's Mole: Urban Environment and Intensive Agriculture have placed the Townsend's Mole at risk*. Retrieved from https://www2.gov.bc.ca/assets/gov/environment/plants-animals-and-ecosystems/species-ecosystems-at-risk/brochures/townsend_s_mole.pdf

Committee on the Status of Endangered Wildlife in Canada (COSEWIC). (2003). *COSEWIC assessment and update status report on Townsend's mole Scapanus townsendi in Canada*. Retrieved from https://www.sararegistry.gc.ca/virtual_sara/files/cosewic/sr_townsend_s_mole_e.pdf

Note:

The Townsend's Mole, *Scapanus townsendii*, is one of the rarest, small mammals in Canada found only in the Lower Mainland of BC. It is a protected species and is considered during any habitat disturbing activity. In current construction projects an environmental monitor is brought out to review the plans and monitor construction. Staff will contact the writer and review options for future assessment and protection of the species.

Attachment

Correspondence 3.3
2020 June 17



Financial Management Committee
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: 2020 MAY 28

FROM: ADMINISTRATIVE OFFICER

FILE: 2410-20

SUBJECT: **CHILD CARE CENTRE FOR CITY EMPLOYEES**
(ITEM 4.3, REPORTS, COUNCIL MEETING 2020 MAY 25)

Burnaby City Council, at the Open Council meeting held on 2020 May 25, received the above noted report and adopted the following recommendations contained therein:

1. THAT the City-owned property at 6570 Deer Lake Avenue be used as a site for a child care centre that would offer priority placement for the children of City of Burnaby and Burnaby RCMP employees.
2. THAT Council authorize the City Solicitor to bring forward a Capital Reserve Fund Bylaw in the amount of \$3,500,000 to finance the child care centre.

Arising from discussion, Council introduced and adopted the following motion:

THAT a copy of the report be forwarded to the Parks, Recreation and Culture Commission and the Community Heritage Commission for information.

As directed, a copy of the report is attached.

Monica Macdonald
Administrative Officer



Meeting 2020 May 25
COUNCIL REPORT

FINANCIAL MANAGEMENT COMMITTEE

*HIS WORSHIP, THE MAYOR
AND COUNCILLORS*

SUBJECT: CHILD CARE CENTRE FOR CITY EMPLOYEES

RECOMMENDATIONS:

1. THAT the City-owned property at 6570 Deer Lake Avenue be used as a site for a child care centre that would offer priority placement for the children of City of Burnaby and Burnaby RCMP employees.
2. THAT Council authorize the City Solicitor to bring forward a Capital Reserve Fund Bylaw in the amount of \$3,500,000 to finance the child care centre.

REPORT

The Financial Management Committee, at its meeting held on 2020 May 12, received and adopted the attached report presenting a proposal for a child care centre for the children of City employees.

Respectfully submitted,

Mayor M. Hurley
Chair

Councillor S. Dhaliwal
Vice Chair

Copied to: City Manager Director Finance Director Planning and Building Director Parks, Recreation and Cultural Services Director Public Safety and Community Services City Solicitor
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Meeting 2020 May 12
COMMITTEE REPORT

TO: CHAIR AND MEMBERS
 FINANCIAL MANAGEMENT COMMITTEE **DATE:** 2020 May 06

FROM: DIRECTOR PLANNING AND BUILDING **FILE:** 13000 02
 DIRECTOR FINANCE

SUBJECT: CHILD CARE CENTRE FOR CITY EMPLOYEES

PURPOSE: To present a proposal to create a child care centre for the children of City employees.

RECOMMENDATIONS:

1. **THAT** the City-owned property at 6570 Deer Lake Avenue be used as a site for a child care centre that would offer priority placement for the children of City of Burnaby and Burnaby RCMP employees.
2. **THAT** the Financial Management Committee recommend Council authorize the City Solicitor to bring forward a Capital Reserve Fund Bylaw in the amount of \$3,500,000 to finance the child care centre.

REPORT

1.0 INTRODUCTION

Finding quality, affordable child care is one of the more stressful times in the lives of young families. To address the child care needs of our community, the City initiated work on a Child Care Needs Assessment and Strategy for Burnaby in 2019 September. As part of the assessment process, the City conducted a survey of City of Burnaby employees regarding their child care needs. Of the 361 respondents to the survey, 197 employees responded that they have children ages 0 to 5 years old, and of those 73 percent indicated that they would use City child care services for a reasonable and affordable fee in the vicinity of City Hall/Works Yard.

In addition to supporting families, the availability of quality, affordable child care plays a significant role in the location decisions of businesses and helps employers and retain employees. With this in mind, the City has explored the possibility of creating a child care centre for the children of City employees. This report provides information on the process to find a site and an operating model for the proposed facility.

To: Financial Management Committee
 From: Director Planning and Building
 Director Finance
 Re: Child Care Centre for City Employees
 2020 May 06 Page 2

2.0 POLICY SECTION

The City's initiatives in child care are guided by its Child Care Policy, adopted in 1994 and revised in 2000. The Policy's vision states that the City is committed to:

- assisting with the creation of a comprehensive and inclusive child care system in Burnaby;
- supporting families and children in their search for child care options; and,
- working with the Board of Education, government ministries, child care providers, community service providers, and others in pursuing the City's child care objectives.

Further, the Child Care Policy states that the City will work to improve the availability, accessibility, and affordability of child care by providing appropriate and sufficient opportunities for the establishment of child care facilities within the context of the Official Community Plan, community plans, the Burnaby Zoning Bylaw, and other City regulations.

These policy statements are also identified as key objectives in the City's Social Sustainability Strategy, adopted in 2011. The Strategy recognizes the role child care plays in people's economic security and its contribution towards the development of complete communities (communities with a range of housing, services, transportation options and amenities within their own boundaries). Similarly, the City's Environmental Sustainability Strategy supports the development of complete communities that are walkable, bikeable and transit-supported. City policies recognize that while the provision and regulation of child care is the responsibility of the Provincial government, the City can play a supportive role.

The availability of quality child care in the community also aligns with the following goals and sub-goals of the *Corporate Strategic Plan*:

- ***A Connected Community***
 - Partnership – Work collaboratively with businesses, educational institutions, association, other communities and governments
- ***An Inclusive Community***
 - Serve a diverse community – Ensure City services fully meet the needs of our dynamic community
- ***A Dynamic Community***
 - Economic opportunity – Foster an environment that attracts new and supports existing jobs, businesses and industries

3.0 SURVEY OF CITY EMPLOYEES

On 2019 October 31, a survey was sent to all City employees through the All Subscribers email list and to Burnaby RCMP members and civilians. Supervisors were asked to distribute the survey to employees without access to email. The deadline to respond was 2019 November 22.

To: Financial Management Committee
 From: Director Planning and Building
 Director Finance
 Re: Child Care Centre for City Employees
 2020 May 06 Page 3

Key findings from the survey are as follows:

- 361 employees responded, of whom 74% were regular full-time (RFT), 4% were regular part-time (RPT), 10 % were temporary full-time (TFT) and 13% were auxiliary.
- the majority of respondents worked at City Hall including the West Building and Deer Lake 1 and 2 (46%), followed by the RCMP building (19%), recreation facilities (14%) the works yards (10%), the library (5%), fire stations (3%), and other facilities (3%).
- of the 361 respondents, 197 (55%) had children age 0 to 5 years old, and of these, 73% indicated they would use City child care services, for a reasonable and affordable fee, in the vicinity of City Hall/Central Valley area.
- 69% of those with children age 0 to 5 years old said they would use child care services on a full-time basis (5 days a week, all day) and 31% said they would use the services on a part-time basis.

Employees were also asked to provide comments on their responses. A sample of these comments are found in *Appendix 1 attached*.

Based on the findings of the survey, staff have explored potential sites and operating models for City child care services, as discussed below.

4.0 POTENTIAL SITES

Based on the findings of the survey, staff researched possible City-owned properties to accommodate a child care centre for 50 to 60 children aged 0 to 5 years old. This would provide for two 12 space infant/toddler programs (24 spaces), one 25 space for three to five year old program, and one eight space multi-age program that would accommodate children transitioning from infant/toddler care to three to five year old care. The search included the consideration of commercial space available in the City-owned Deer Lake 2 building at 4940 Canada Way as well as a number of City-owned residential properties in the area of City Hall/Deer Lake. Through this work, it was determined that commercial space at Deer Lake 2 would be costly to renovate for child care purposes due to the building's design and that ongoing operating costs would be high because of the commercial maintenance standards of the building. Of the residential properties considered, most are occupied by tenanted single family dwellings. If any of these properties were used it would involve relocation of the tenants and the demolition of the existing housing since it would be more cost effective to build a purpose-built child care centre than to renovate and add additional space to any existing structure.

Through the property search, the Hill Residence at 6570 Deer Lake Avenue emerged as a potential option. The site is within Deer Lake Park, zoned P3 District (rezoning would not be required) and has a suitable site area of 16,600 sq. ft. (see *Appendix 2 attached*). The Hill Residence is a 1925 modest, one-storey wood frame house. The house is considered to have low heritage value and is on the City's heritage inventory but is not included on the Heritage Register. The building is in

To: *Financial Management Committee*
 From: *Director Planning and Building*
 Director Finance
 Re: *Child Care Centre for City Employees*
 2020 May 06 Page 4

poor condition and has been vacant for a number of years. It is currently being considered as a location for other City office uses. It is estimated that over \$1 million would be required to remediate the building to use as office space, and would be even more costly to adapt for public assembly use.

If this site were used for a child care centre, it would involve demolishing the house and building a purpose-built child care centre since renovation/remediation of the building would not be cost effective. A purpose-built centre would also result in lower operating and maintenance costs for the operator of the facility which in turn would help to reduce parent fees. In addition, the City would be able to apply for a Ministry of Children and Family Development (MCFD) capital grant for the facility which would reduce the City's required investment in the child care centre over the longer term.

Should the City proceed with using Hill Residence, it is recommended that staff explore ways to recognize the heritage of the site.

5.0 COST ESTIMATE

Staff engaged a quantity surveyor to provide a high level cost estimate for demolishing the existing structure and building a purpose-built, single storey, wood framed building of about 5,500 sq. ft. The estimated cost for a fully fitted, finished and equipped building would be approximately \$3,500,000.

As noted above, the City would be eligible to apply for an MCFD capital funding grant of up to \$2,280,000, or \$40,000 per space for a 57-space centre. Therefore, with the grant, the net cost to the City would be approximately \$1,220,000. The current intake period for MCFD capital funding is 2020 May, followed by a 2020 November intake. To take advantage of the current intake period, staff have submitted an application for funding. Should Council decide not to proceed with the project, the City will rescind the grant application.

In order to proceed with the award of contracts for design and construction, funding approval is being requested. The bylaw funding will address the majority of project expenditure which is expected to take place in 2021. There is MCFD funding expected to be available for this work which will be provided at project completion, at which time bylaw funding will be returned.

These expenditures will be included in the 2021 – 2025 Financial Plan and sufficient Capital Reserve Funds are available to finance the childcare centre.

6.0 OPERATING MODEL

As noted in the survey of City employees, the majority of respondents with children 0 to 5 year olds indicated they would use City child services for a reasonable and affordable fee. It is therefore proposed that a City employee child care centre be operated by a non-profit child care provider, selected through a Request for Proposals process, on similar terms as the City's existing child care centres. These centres are provided to the operators on a rent-free basis but the operators are

To: *Financial Management Committee*
 From: *Director Planning and Building*
Director Finance
 Re: *Child Care Centre for City Employees*
 2020 May 06Page 5

required to pay for all of their operating costs (e.g. heat, light and other utilities, regular maintenance, landscaping, cleaning, furniture replacement, staff wages and benefits, and insurance). This model allows the operators to charge reasonable parent fees while establishing a collective agreement with employees that provides a competitive wage and benefits package. The collective agreements assist with employee retention which contributes to the quality of care within each centre.

In addition, the non-profit operator of the City child care services would be required to opt-in to the Provincial child care fee reduction initiative. Through this initiative, a fee reduction is provided directly to the operator to reduce parent fees by \$350/month for infants and toddlers, and \$100/month for children 3 years to school age. The childcare cost for an infant/toddler would be approximately \$1,100 - 1,300 per month and 3 – 5 year old approximately \$900 – 1,000 per month which is comparable to the other exiting non-profit childcare centres operated from City facilities. Market rates currently are closer to \$1,500 and \$1,000 respectively.

Further, the Province has also introduced an Affordable Child Care Benefit that goes directly to eligible families. Families that earn up to \$111,000 may qualify for a child care subsidy. The amount of subsidy is based on income. For example a two-parent family with two children under 5 years old with a total income of \$90,000 would receive \$733 per month per child. The non-profit operator of the City child care would be expected to assist families in applying for the Affordable Child Care Benefit.

Under this model, it is important that the operator operate at full enrollment. For this reason, it is proposed that priority placement in the facility be given to the children of City of Burnaby and Burnaby RCMP employees but if the operator is unable to fill all the spaces at particular time then any vacant space be offered to families in the wider community.

Through the proposed operating model and Provincial subsidies, parent fees would be slightly lower than average childcare fees for group child care in Burnaby.

7.0 CONCLUSION

The availability of quality, affordable child care is a major benefit for young families. It is also a significant factor in helping businesses to recruit and retain employees. With these benefits in mind, staff have explored options for providing child care services for City of Burnaby and Burnaby RCMP employees.

Based on this research, it is recommended that the City-owned property at 6570 Deer Lake Avenue be used as the site for a child care centre that would offer priority placement for City and Burnaby RCMP employees.

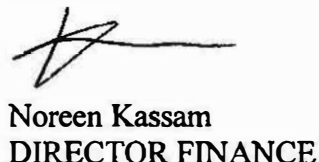
It is also recommended that the Financial Management Committee recommend Council authorize the City Solicitor to bring forward a Capital Reserve Fund Bylaw in the amount of \$3,500,000 to finance the child care centre.

To: *Financial Management Committee*
 From: *Director Planning and Building*
 Director Finance
 Re: *Child Care Centre for City Employees*
 2020 May 06 Page 6

With Council approval of the recommendations, staff will provide Council with further information on the progress of the project including any capital funding received by the City from the Ministry of Child and Family Development.



E. W. Kozak, Director
 PLANNING AND BUILDING



Noreen Kassam
 DIRECTOR FINANCE

MM:sa/tn

Attachments

cc: City Manager
 Director Parks, Recreation and Cultural Services
 Director Public Safety and Community Services

R:\Long Range Clerical\DOCS\MM\Committee Reports\2020\Child Care For City Employees (2020.05.12).Docx

Appendix 1

Sample of Comments Received on the City/RCMP Child Care Services Survey

I have been on a waitlist for 18 months for a licensed daycare. I was unable to come back to work from maternity leave and had to use 2 months of deferred vacation as I was unable to secure childcare.

Very few group child care facilities are open early enough to get to work on time at 8am. I would imagine a facility specifically for City staff would accommodate an 8am start time.

The waitlists for licenced centres that are reasonably priced and open the hours that the City Hall Complex operates are years long. ... If the City of Burnaby were to provide on site childcare for their employees it would also attract a lot of potential candidates.

It would be extremely convenient to be able to drop off and pick up my child near my own work and be able to work 8am to 4:45pm schedule without needing to stress about asking to come in later or leave earlier.

It would help with employee recruitment, retention, and employee health (i.e. stress, business, peace of mind, etc.).

It would be a tremendous achievement for the City as an employer to offer childcare services for staff. As a parent that might be the most important benefit of all. Thank you for entertaining and considering the idea. It tells me as an employer the City cares about its staff and our community.

We desperately need day care as it is a deciding factor for us to continue work or not.

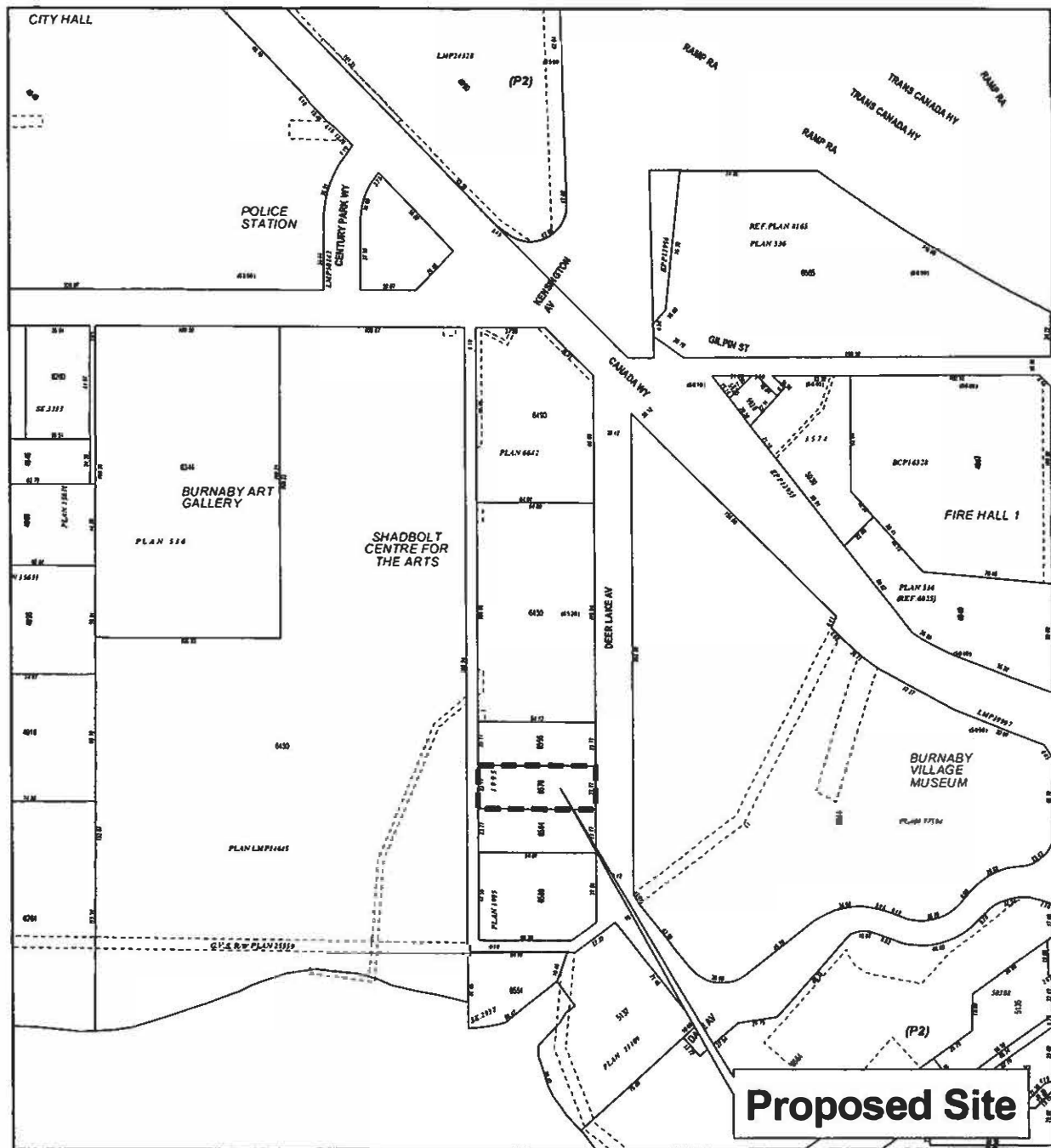
I think this would be an amazing benefit to the City staff and would increase staff motivation to come to work and do a great job and also help with retention of valued employees.

I know that for me and for my colleagues, finding a day care space has been a nightmare, when you do find a space it's typically far from where you work or live and it's expensive. I think if the City did provide Day Care it would be a huge boost to employees and would ease the pressure on other daycares in Burnaby and surrounding areas.

As an exempt staff member, it is important to support the needs of our employees, and having safe and convenient child care options at or near to work is not only beneficial to the individual employee and their family, but also beneficial to the workplace - employees have less stress about finding care, fewer challenges in making pick up and drop off times, and are able to return to work in a timely way if their care is secured.

When assessing the need for establishing child care service for City employees, I hope you will take into consideration prospective parents, and the fact that availability of such service may impact our decision-making regarding starting a family and/or staying on as City employees.

I have worked for the library for more than 25 years... and the toughest challenges in working was finding and maintaining adequate, affordable and reliable day care.



PLANNING & BUILDING DEPARTMENT



Date:
MAY 06 2020

scale:
1:3,500

Drawn By:
RW

6570 DEER LAKE AVENUE

 Proposed Site

Correspondence 3.4
2020 June 17



7651- 18th Avenue Burnaby, B.C. V3N 1J1 Phone 604-296-9012 Fax 604-296-9058

2020 May 7, 2020

Attention: Luca Bjerke
Community Centre Supervisor -Willingdon Heights
Phone: 604-297-4523
Email: lucas.bjarke@burnaby.ca

Subject: City of Burnaby Parks, Recreation & Cultural Services Playground Grants

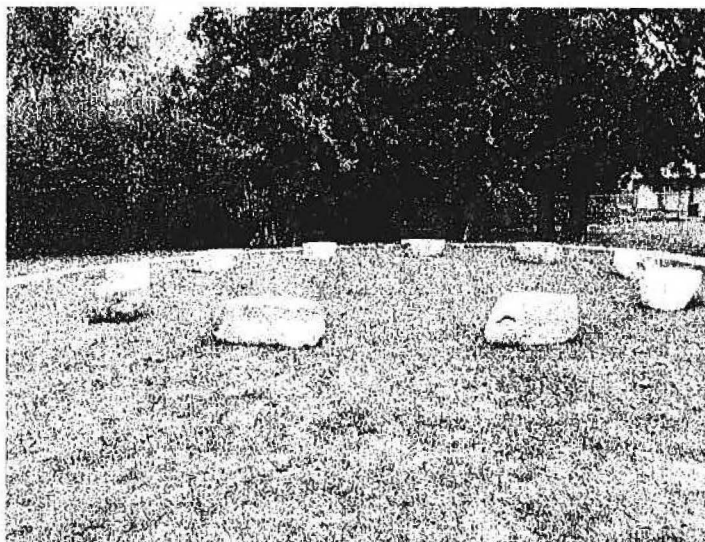
Dear City of Burnaby,

I would like to take this opportunity to introduce myself to the City of Burnaby Parks, Recreation and Cultural Services. My name is Maria Gunner and I am the Chair Person for the Community Council (PAC) at Edmonds Community School. We are pleased to learn about the Playground Grants and we are submitting this grant proposal for an Outdoor Classroom at Edmonds. After careful consideration and a wide range of input from the Edmonds staff, students and families, we are submitting our application for an Outdoor Classroom based on the following criteria and budget:

Criteria:

- Edmonds Community Council has approved spending of \$4,000 for the playground development project, as a cost sharing venture. Please find proposed budget attached to this letter.
- Edmonds Community Council has the funds in our account. The funds are ready to be allocated upon approval of this grant application.
- The Outdoor Classroom will be accessible to public.
- We understand this grant can only be applied for once every four years.
- We will honor feedback from Parks, Recreation and Cultural Services staff
- Chris McAuley, SD41 Director of Facilities, has approved the project and its installation of the playground within 12 months of the grant approval. A letter of support is on its way from Russell Horswill, Secretary Treasure with the Burnaby School District.

Item #1 (i) of the Director's Report refers to this correspondence



Budget:

- 12 River Rock Granite Block Benches, Medium height = \$6,600
3'-4' in length, 18" wide and 25" tall
- Taxes, freight and placement charges = \$1,156
- Total Estimated Cost: \$7,756.00
- Edmonds Community School Community Council has a budget of \$4000 so we would like to request \$3,756 from the City of Burnaby to support this project.

Thank you for your consideration and support.

Sincerely,

Maria Gunner
Community Council Chair Person
Edmonds Community School
Phone: 778-714-8668
Email: imin2rocknroll@hotmail.com

Correspondence 3.5
2020 June 17



St Helens Elementary School and Community Playground Grant Proposal:

Goal:

To accommodate and enhance the physical, mental and emotional growth of all children by creating a play environment inclusive to all children and all ages.

Objective:

- Reduce playground injuries
- Connect school and community by creating a safe place to meet and play
- Inspire our children to make physical activity a part of their daily life
- Encourage cognitive development and imagination
- Increase emotional confidence and foster social interaction and cooperation.
- Promote moderate-vigorous levels of physical activity that lead to strength, endurance, flexibility, balance and cardiovascular fitness.
- Increase the ability of our school to meet the provincial physical activity standards.

Play Environment Current Situation (See attached photos below):

- The expired play environment was dismantled, recycled and disposed of accordingly.
- The current play environment was assembled professionally and ready to use.
- The current play environment is accessible to the school students and the Burnaby heights community at large.
- Through donations and a variety of fundraising efforts, the budget for the playground environment was sought after and reached.
- The school community, staff, The Catholic Independent Schools of Vancouver and Parent Education Board of St. Helens have been informed and approve of the playground environment project.

Thank you for your time and consideration regarding the grant and playground environment. Please feel free to contact us at any time regarding the project.

Sincerely,

Waldemar Sambor

St Helens School
Principal

Item #1 (i) of the Director's Report refers to this correspondence

CHAIRPERSON'S SIGNATURE



#14 - 7228 Progress Way
Delta, BC Canada
V4G 1H2

BC Toll-Free: 1-800-867-8141
Phone: 604-940-0087
Fax: 604-940-0162
Email: admin@rectecindustries.com

COST SPECIFICATION

QUOTATION NUMBER	
5312	
SALESPERSON	PAGE
Kathleen Trites	Page 1 of 2

Project	St. Helen's School Option 3C
---------	------------------------------

Customer
St Helen's School
3894 Triumph Street
Burnaby BC V5C 1Y7

Attention
Paul Mobilio
604-818-7716
pmobilio@telus.net

Cost Specification is valid for 30 days. VISA/Mastercard payments may incur a 3% surcharge. 2% per month interest on overdue accounts. Limits of liability: \$5 million

QUOTE DATE	PREPARED BY	F.O.B.	LEAD TIME	TERMS	LA
11/22/2019	DANIELLE	CZ Republic / Germany	12 - 14 Weeks	50% Deposit Required	
QTY	PRODUCT NUMBER	DESCRIPTION	UNIT PRICE	TOTAL	
1	COR10494	Kompan Corocord DRAGON DRAGONITE	46,102.00	46,102.00	
1	ELE400065	Kompan Elements TIPI CAROUSEL w/TOP BRACE	6,020.00	6,020.00	
1	GXY8014	Kompan Galaxy SPICA 1	2,618.00	2,618.00	
1	GXY8016	Kompan Galaxy SPICA 3	2,618.00	2,618.00	
1	ELE400024	Kompan Elements SPINNER BOWL	1,666.00	1,666.00	
-1	DISCOUNT	Manufacturer's Discount	5,902.00	-5,902.00	
1	PLAYFALL 1.75"	PlayFALL Tiles, 1.75" Green, Black, or Terra Cotta To cover an area 1555 sq. ft. 1.75" thickness and a 2" Playpad rated to an 8' fall height Includes adhesive Landscape fabric not included, but recommended COLOR: BLUE	17,736.00	17,736.00	
1	INST2	Supervised Installation Scope of work: - Supervision of new play equipment installation - No tools or excavation/lifting equipment included NOTE: Does not include supervision of Playfall tile installation. Supervised install is to take place on a weekend and is a maximum of 2 days.	4,080.00	4,080.00	
1	DEL1	Delivery: From Out Of Province	3,010.00	3,010.00	
1	DEL2	Delivery: In Province *PST Exempt	515.00	515.00	

Continued on page 2...



#14 – 7228 Progress Way
Delta, BC Canada
V4G 1H2

BC Toll-Free: 1-800-667-8141
Phone: 604-940-0067
Fax: 604-940-0162
Email: admin@rectecindustries.com

COST SPECIFICATION

QUOTATION NUMBER	
5312	
SALESPERSON	PAGE
Kathleen Trites	Page 1 of 2

Project	St. Helen's School Option 3C
---------	------------------------------

Customer
St Helen's School
3894 Triumph Street
Burnaby BC V5C 1Y7

Attention
Paul Mobilio
604-818-7716
pmobilio@telus.net

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QUOTE DATE 11/22/2019	PREPARED BY DANIELLE	F.O.B. CZ Republic / Germany	LEAD TIME 12 - 14 Weeks	TERMS 50% Deposit Required	LA	
QTY	PRODUCT NUMBER	DESCRIPTION			UNIT PRICE	TOTAL

Important Notes: Please read secondary page(s) for important conditions and/or agreements that will require additional signatures. We require signatures on all Cut Sheets. To ensure safe and efficient projects there are often several factors to consider: installation by a certified installer, compliant equipment layout, resilient ground cover under all playground equipment, site preparation requirements, site access, ground conditions, local codes, and supplier specifications. Should you wish to proceed with this order, please sign where indicated and return by fax or email and advise your purchase order number. Thank you for this opportunity!

SUB-TOTAL	\$78,463.00
5% GST	\$3,923.15
7% PST	\$5,170.76
TOTAL QUOTE	\$87,556.91

Signature to be used as Purchase Order and
Acceptance of Install Conditions

Date

**RECTEC INDUSTRIES**

#14 - 7228 Progress Way
Delta, BC Canada
V4G 1H2

BC Toll-Free: 1-800-667-8141
Phone: 604-940-0067
Fax: 604-940-0162
Email: admin@rectecindustries.com

Purchase Agreement for Supervised Playground Installation

November 22, 2019
St. Helen's School, Burnaby

Thank you for selecting Kompan as your playground manufacturer of choice. RecTec is committed to providing our highest level of customer service to ensure your project runs smoothly. Please acknowledge the following by signing your initials in each box and adding your signature to the bottom of this form.

This project will be a "# of days" commitment from your volunteers. A minimum of 10 - 12 people will be required, along with an experienced Bobcat operator. All volunteers will work only on the playground installation and not on anything else. Work days run from 8:00 - 4:00.

☐

All tools on the attached checklist will be available on site for the duration of the project. Failure to notify RecTec of any tool shortages could lead to delays and extra charges.

☐

The playground equipment will arrive on site between Monday and Friday and will arrive on a large truck. RecTec is not responsible for receiving or unloading the shipment.

☐

The Supervisor's word on site will be taken as final. Any damage due to inattentive workmanship is not covered by warranty and could lead to delays and extra charges to complete the installation.

☐

Volunteers are not covered by WorkSafe through RecTec Industries Inc. or the Supervisor. Regarding on-site insurance and liability, our Supervisor is acting solely as the Product Assembly & Quality Control Overseer and not as the project's general contractor. Liability and insurance are the responsibility of the school, school PAC and school district.

☐

All digging requires clearance by BC One Call (1-800-474-6886) no more than two weeks before work begins. Clearance documents must be present on site.

☐

Depending on when your safety surfacing is delivered & installed and when the playground is inspected, caution tape and/or fencing will be required to keep the children out.

☐

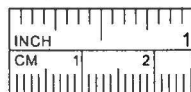
Signature

Date

Printed Name & Title

Company Name

St. Helen's School Option 3C



**FOR QUOTING ONLY
NOT FOR CONSTRUCTION**

Client: St. Helen's School
Date: November 22, 2019

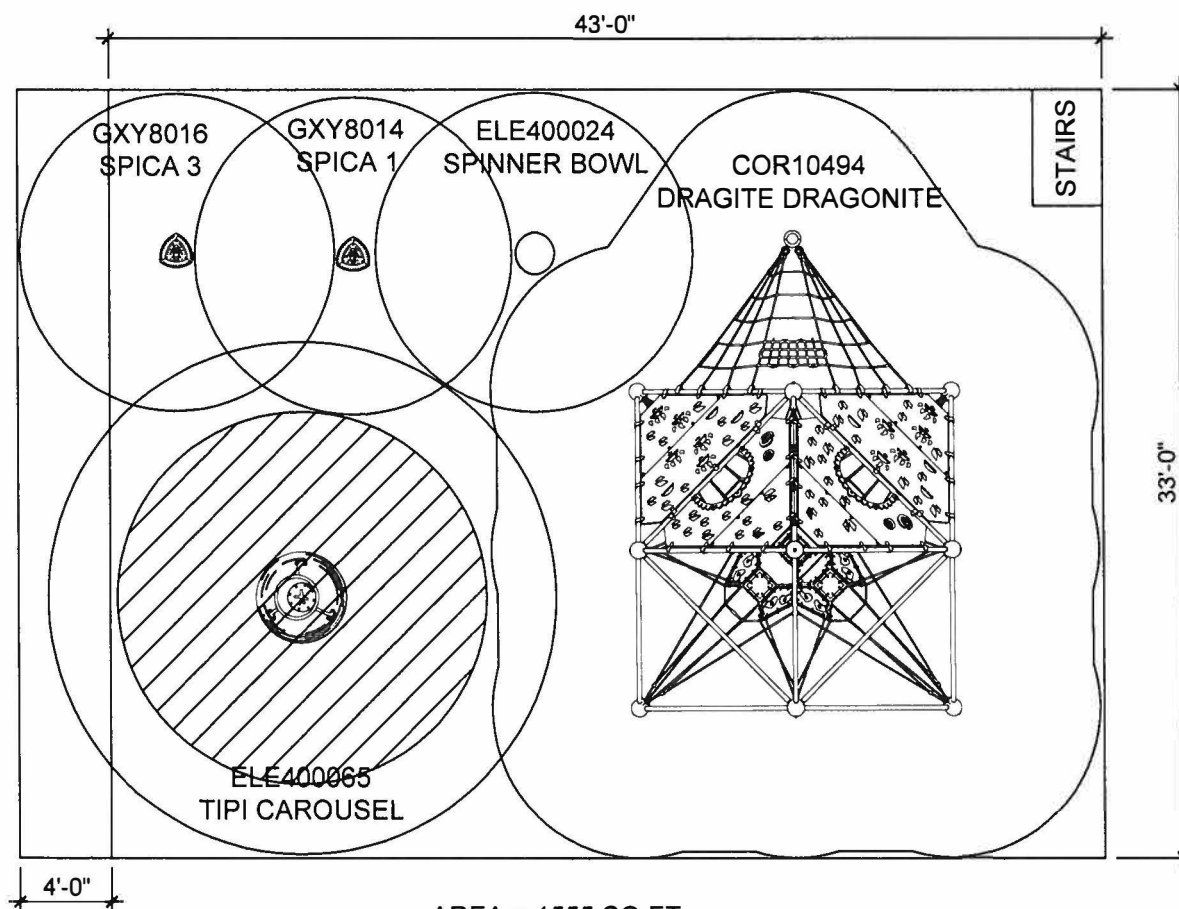
Scale: 1/8"=1'-0"

Site layout is in accordance with CSA Z614-14

Please contact RecTec for any assembly and construction questions

DESIGNERS

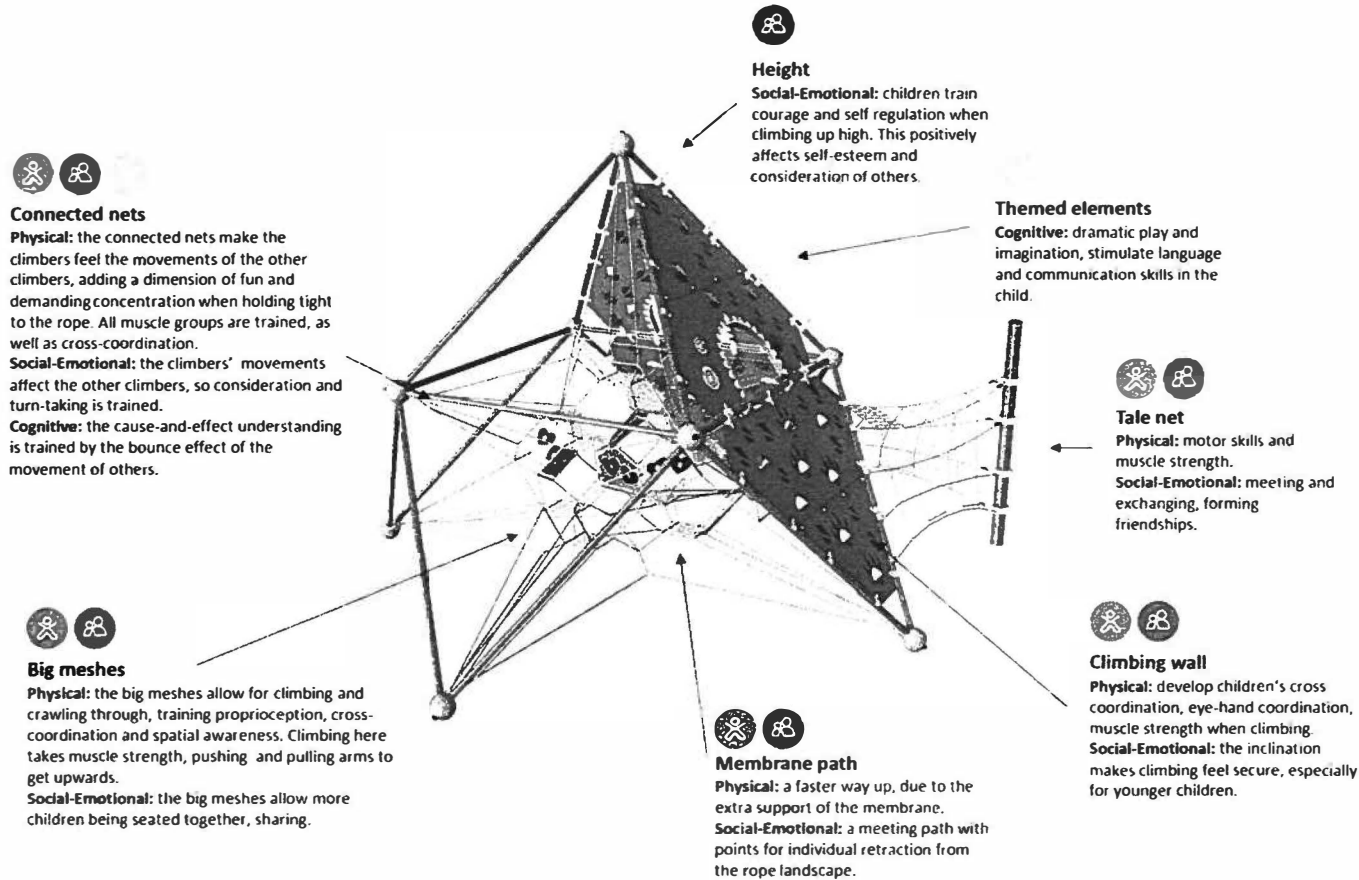
Drawn By: DC
Checked By: KT
Issued By: KT



AREA = 1555 SQ FT

DRAGITE DRAGONITE

COR10494

KOMPAN
Let's play


Item no. COR104941-0401

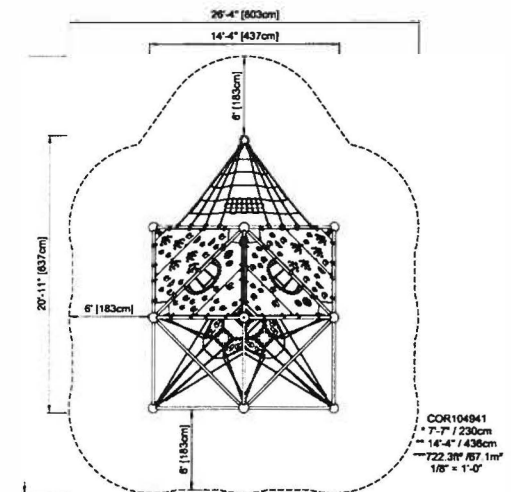
General Product Information

Dimensions LxWxH 14'4" x 20'11" x 14'4"

Age Group 5-12

Play Capacity 35 children

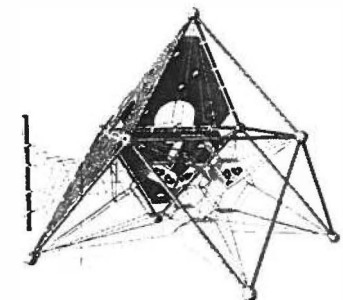
Color Options



The impressive Dragite Dragonite attracts attention with its vibrant colors and whimsical details. The richness in play variation invites children play for a long time. The graded challenges in climbing enhances the play experience and play outcomes. The Dragite in short makes children want to come back again and again. The bouncy interconnected nets and

membranes make everything move when children climb. This supports concentration and muscles as children hold tight when climbing up high. The height also strengthens spatial awareness. The climbing walls add variation to climbing. They create a front and back of the structure and facilitate rules play, e.g. hide and seek. The net tail makes a fine retreat point for

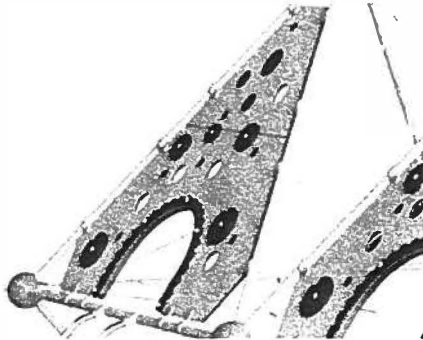
quieter exchanges with friends. The play benefit of the Dragite is thrill – a collective climbing experience that trains the proprioception, which is an important tool of the body!



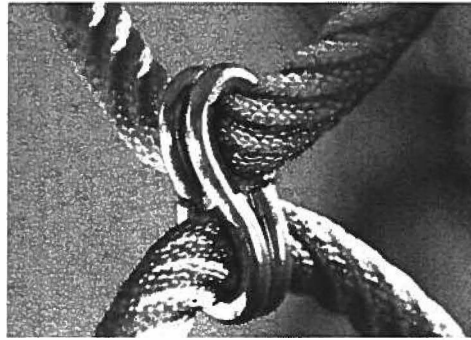
Data is subject to change without prior notice.

DRAGITE DRAGONITE

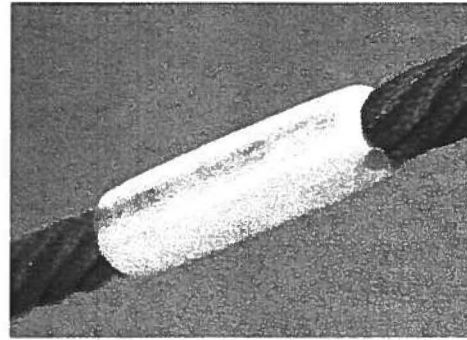
COR10494



Climbing panel of 0.7" EcoCore™ HDPE. EcoCore™ is a highly durable, ecofriendly material, which is not only recyclable after use, but is also built around a core produced from 100% recycled material.



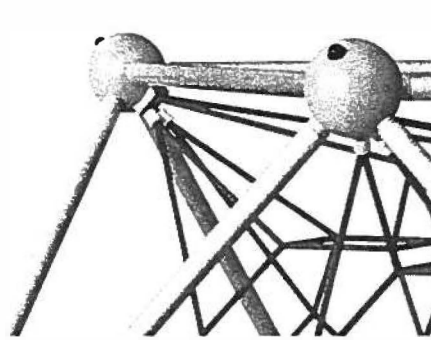
Corocord 'S' clamps are used as universal connections in Corocord products. They are of stainless steel with a diameter of 0.3". The ends are rounded-off, and the whole clamp is pressed around the rope, using a special hydraulic press. Therefore, they cannot be removed using conventional tools.



The aluminum swages of the net are double conical with rounded ends and are as small as safety allows use. The construction of the net ensures, so that these metal parts, are kept to a minimum size and number in the rope structure in order to provide best possible rope climbing experience.



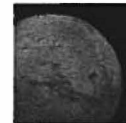
Corocord membranes consist of friction-proof rubberized material of conveyor belt quality with excellent UV resistance. Tested and compliant with strict PAH requirements. Embedded is a four-layered armoring made of woven polyester. The armoring and the two surface layers result in a total thickness of 0.3".



The steel structure is hot dip galvanized inside and outside with lead free zinc.



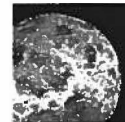
LUNA



MARS



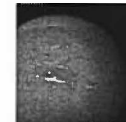
SOLARIS



VENUS



TERRA



NEPTUNE

The COROCORD Frame Nets are available in 6 galactic color themes. The themes draw on bright colors that appeals to children of all ages. Can be changed in the configurator.

Item no. COR104941-0401

Installation Information

Max. fall height	7'7"
Safety surfacing area	722,3ft²
Numbers of Installers (persons)	2
Total installation time	46
Excavation volume	4,38 yd³
Concrete volume	2,6 yd³
Footing Depth (Standard)	3' 7"
Shipment Weight	2748 lbs
Anchoring options	Surface ✓

Warranty information

Climbing Panels	Lifetime
Corocord rope	10 Years
Galvanized steel parts	10 Years
Membranes	2 Years
Spare parts guaranteed	10 Years

Elevated Activities 0	Accessible Elevated Activities	Accessible Ground Level Activities	Accessible Ground Level Play Types
Present	0	1	1
Required	0	1	1

KOMPAN Product Info

TIPI CAROUSEL W/ TOP BRACE - ELE400065



Best User Age: **5-12 years***

Footings: In-ground posts

Surface installation also available

ADA ANALYSIS	Elevated Activities 0	Accessible Elevated Activities	Accessible Ground Level Activities	Accessible Ground Level Play Types
Present		0	1	1
Required		0	1	1



SPINNING

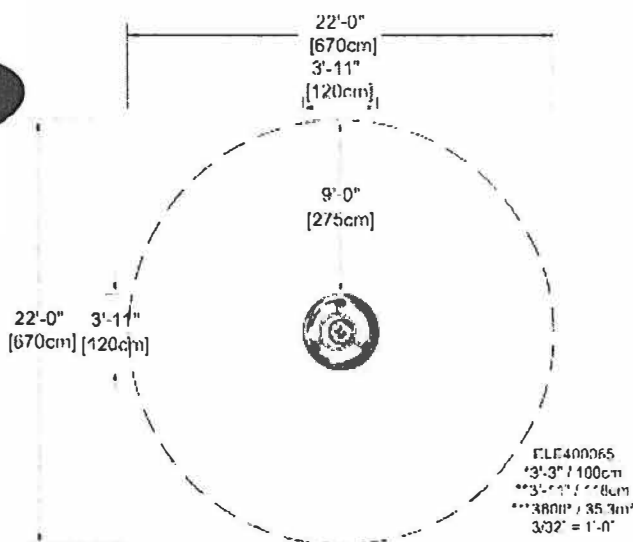


EXPERIMENTING



The Tipi Carousel with top brace is a fun and thrilling play starter for social and physical play. Tipi is an all ability, inclusive piece for children 4 and up. The Tipi is a spacious, inclusive spinner, which welcomes all to whirl while lying, sitting or standing, with great support from the top brace. The Tipi invites and encourages social play, children helping each other on and off the carousel, pushing and pulling it to add speed to the play.

Product Line	Traditional Play
Category	Supernova, carousels & spinners
Age from	4-15
Max. fall height (CM)	100
Total height (CM)	118



To verify product certification, visit www.ipema.org

- * = Highest designated play surface.
- ** = Total height of product.
- *** = Total area of safety zone.

Highest designated play surface, space required and total area of safety zone are according to CSA Z614.

Equipment must be installed over resilient surfacing appropriate to the safety guidelines in your area.

Product development is an ongoing process. We reserve the right to make modifications on all our products. This product may not be mirrored, scaled or altered in any way. Safety zones must be retained for proper placement of equipment. If any changes are required, please contact your KOMPAN representative at 1.800.426.9788.

KOMPAN Product Info

SPICA 1 - GXY8014



GALAXY

Best User Age: 5-12 years

Footings: In-ground installation
Surface installation also available

Technical information available at kompan.com

ADA ANALYSIS

Present
Accessible
Required

Elevated Activities

0
0
0

Ground Level Activities

1
1
1

Ground Level Play Types

1
1
1

The Spica is a uniquely designed piece of rotating play equipment. A lot of experimentation is needed to master the Spica and control its speed. First, a child steps onto the triangular plate and pushes off with their foot. Then they discover that as they use their arms to pull their body toward the support handle, they spin faster! As they move their center of gravity away from the handle, they slow down. It doesn't take up a lot of space, and more than one child may play on it simultaneously.



SPINNING



GATHERING



EXPERIMENTING



GXY8014



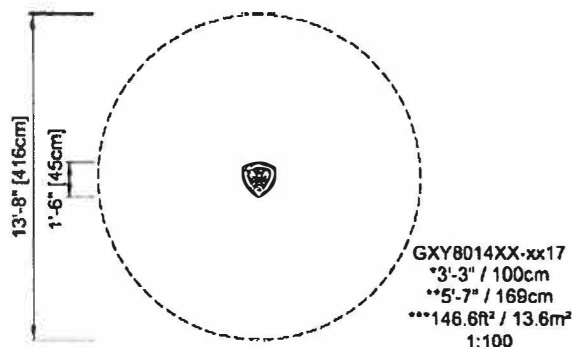
GXY8015



GXY8016



Product Line	Traditional play
Category	Supernova, carousels & spinners
Age from	5-12
Max. fall height (CM)	100
Total height (CM)	169



To verify product certification, visit www.ipema.org

* = Highest designated play surface.

** = Total height of product.

*** = Total area of safety zone.

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Equipment must be installed over resilient surfacing appropriate to the safety guidelines in your area.

Product development is an ongoing process. We reserve the right to make modifications on all our products. This product may not be mirrored, scaled or altered in any way. Safety zones must be retained for proper placement of equipment. If any changes are required, please contact your KOMPAN representative at 1.800.426.9788.

KOMPAN Product Info

SPINNER BOWL - ELE400024



Best User Age: **4-12 years**

Footings: In-ground installation
Surface installation also available

Technical information available at kompan.com

ADA ANALYSIS

Present
Accessible
Required

Elevated Activities

0
0
0

Ground Level Activities

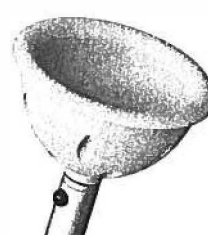
1
1
1

Ground Level Play Types

1
1
1



The Spinner Bowl is a load of fun for all ages! Originally designed for the purpose of experimental sand play, children love to climb inside for a spin of their own. A thrilling ride that also provides the physical benefits of vestibular stimulation and excellent balance training, the Spinner Bowl can be enjoyed by all.



SPINNING EXPERIMENTING

General Product Information

Dimensions LxWxH

1'11" x 1'8" x 2"

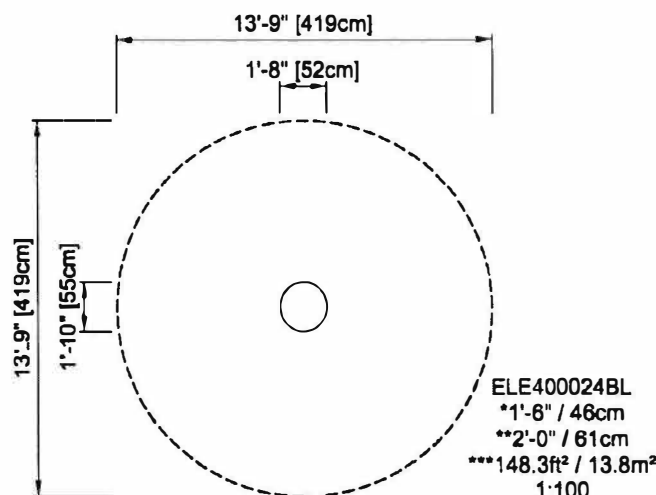
Age Group

5+

Play Capacity

1 child

Color Options



To verify product certification, visit www.ipema.org

* = Highest designated play surface.

** = Total height of product.

*** = Total area of safety zone.

Highest designated play surface, space required and total area of safety zone are according to CSA Z614.

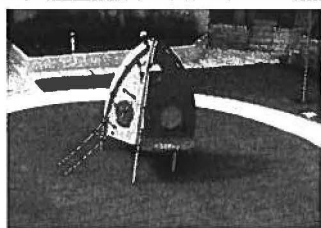
Equipment must be installed over resilient surfacing appropriate to the safety guidelines in your area.

Product development is an ongoing process. We reserve the right to make modifications on all our products. This product may not be mirrored, scaled or altered in any way. Safety zones must be retained for proper placement of equipment. If any changes are required, please contact your KOMPAN representative at 1.800.426.9788.



playfall[®]
Safety Surfacing System

Technical Data Sheet: PlayFall[®]



When kids play, they also fall, and that's where PlayFall[®] comes to the rescue.

PlayFall[®] is designed to meet stringent ASTM requirements for playground fall protection and is available in a variety of thicknesses to match the fall heights of most play equipment and events.

Don't play on anything less!



PlayFall[®] Tile Details

- Tiles are 2' x 2' and feature a 1' x 1' cross-hatch surface pattern
- Available in 1.75" thickness with PlayPad underlayments
- Slip resistant
- Minimal maintenance
- Porous for effective drainage
- Quick interlocking installation with plastic pins and minimal adhesive
- Made from 100% recycled SBR truck tire rubber buffings and granules in a non-toxic polyurethane binder

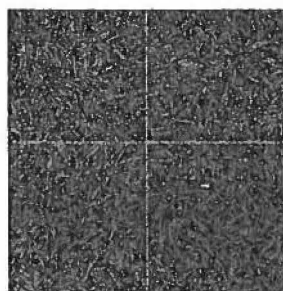
PlayPad Details

- Pads are 4' x 5'
- Thickness options: 1" or 2"
- PlayPad products are made from 100% recycled materials
- 100% nonwoven Geotextile
- Non-toxic and environmentally friendly
- Superior drainage rate
- Long lifespan and stability
- Impact protection and energy absorption

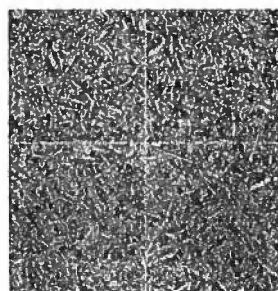
Drop Height Configurations

- Tested to ASTM F1292-18 Impact Attenuation Requirements -

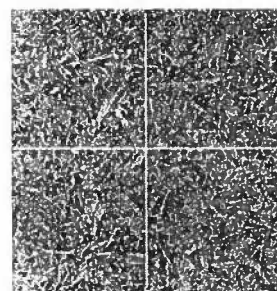
Fall Height	Configuration Required
4'	1.75" PlayFall [®] Tile
6'	1.75" PlayFall [®] Tile + 1.0" PlayPad
8'	1.75" PlayFall [®] Tile + 2.0" PlayPad
10'	1.75" PlayFall [®] Tile + 1.0" PlayPad + 2.0" PlayPad



Black



Green



Terra Cotta

CITY OF BURNABY
PARKS, RECREATION AND CULTURAL SERVICES DEPARTMENT

DIRECTOR'S REPORT NO. 4, 2020

2020 June 17

BURNABY PARKS, RECREATION AND CULTURE COMMISSION

Your Director reports as follows:

<u>ITEM</u>	<u>DESCRIPTION</u>
1.	Playground Grant Request Edmonds and St.Helen's School
2.	Capitol Hill Community Hall Association License Renewal 2020
3.	Lochdale Community Hall Association License Renewal 2020

Respectfully submitted,

A handwritten signature in black ink that reads "D. Ellenwood". The signature is written in a cursive, flowing style.

DAVE ELLENWOOD
Director Parks, Recreation and Cultural Services



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COMMISSION REPORT

TO: CHAIR AND MEMBERS
PARKS, RECREATION & CULTURE
COMMISSION

DATE: 2020 May 29

FROM: DIRECTOR PARKS, RECREATION &
CULTURAL SERVICES

FILE: 09100-22

**SUBJECT: PLAYGROUND DEVELOPMENT GRANT REQUEST FROM ST.
HELEN'S ELEMENTARY AND EDMONDS COMMUNITY SCHOOL.**

PURPOSE: To request Council's authorization for the City to enter into an agreement for contribution to the cost of playground upgrades at St. Helen's Elementary School and Edmonds Community School.

RECOMMENDATIONS:

1. **THAT** the playground development grant requests from St. Helen's Elementary School and Edmonds Community School be approved.
2. **THAT** a copy of this report be forwarded to; Waldemar Sambor, Principal, St. Helen's Elementary School; Anthony Canosa, Teacher, St. Helen's Elementary School; Maria Gunner, Community Council Chair, Edmonds Community Council; Russell A. Horswill, Secretary Treasurer, Burnaby School District; Chris McAugley, Assistant Director of Facilities Services, Burnaby School District.
3. **THAT** Council be requested to authorize the City enter into an agreement with St. Helen's Elementary School and Edmonds Community School for contribution to the cost of their playground upgrades as detailed in this report.

REPORT

1.0 INTRODUCTION

Appearing on the agenda is correspondence from Waldemar Sambor, Principal, St. Helen's Elementary School and Maria Gunner, Community Council Chair, Edmonds Community Council.

To: Parks, Recreation & Culture Commission
 From: Director Parks, Recreation & Cultural Services
 Re: Playground Development Funding Requests from St.
 Helen's Elementary School and Edmonds Community
 School

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St. Helen's Elementary School's Parent Education Board and the Edmonds Community Council are requesting grants from the 2020 Annual Operating Playground Development Budget to assist with the redevelopment of their playgrounds.

2.0 POLICY SECTION

Goal

- A Safe Community
 - Community amenity safety –
Maintain a high level of safety in City buildings and facilities for the public and City staff
- A Connected Community
 - Social connection –
Enhance social connections throughout Burnaby
 - Partnership –
Work collaboratively with businesses, educational institutions, associations, other communities and governments
- A Healthy Community
 - Healthy life –
Encourages opportunities for healthy living and well-being
 - Healthy environment –
Enhance our environmental health, resilience and sustainability
 - Community involvement –
Encourage residents and businesses to give back to and invest in the community

3.0 BACKGROUND

There is \$12,000 budgeted annually in the Operating Budget and, with few exceptions, the fund is expended each year. The Playground Funding Requests criterion is attached (Attachment #1). The only schools to request a grant thus far in 2020 are St. Helen's Elementary and Edmonds Community Schools.

They have both met the Playground Grant guidelines and in the case of St. Helen's, the playground equipment has already been installed. St. Helen's have never received a playground development grant and Edmonds Community School have not received a grant within the last four years.

To: Parks, Recreation & Culture Commission
 From: Director Parks, Recreation & Cultural Services
 Re: Playground Development Funding Requests from St.
 Helen's Elementary School and Edmonds Community
 School

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Outlined below is the cost breakdown for the grant requests:

St. Helen's Elementary School

Cost of playground equipment.	\$87,556.91
Installation of playground equipment	not yet invoiced
Parent Support Group	\$20,000.00
School Graduation Committee	\$15,000.00
School International Program	\$32,225.00
Expected donations from individual families	<u>\$20,000.00</u>

Amount requested from Playground Development grant. **\$ 4,000.00**

Edmonds Community School

Cost of outdoor classroom equipment	\$6,600
Installation and freight	\$1,156
Edmonds Community Council	<u>\$4,000</u>

Amount requested from Playground Development grant. **\$ 3,756.00**

4.0 RECOMMENDATION

It is recommended that the requests from St. Helen's Elementary School and Edmonds Community School be approved and that Council be requested to authorize the City enter into an agreement with St. Helen's Elementary School and Edmonds Community School for the contribution of the cost of the playground upgrades as detailed in this report.



Dave Ellenwood
 DIRECTOR PARKS, RECREATION & CULTURAL SERVICES

KD:tc

Attachment

P:\Admin\Clerical\Staff\td\kd\Playground Commission Report June 2020

cc: City Solicitor
 Director Finance

CRITERIA FOR PLAYGROUND DEVELOPMENT FUNDING REQUESTS

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

CRITERIA:

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

OPERATIONAL GUIDELINES:

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

CL:km

Revised 2011 December

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



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COMMISSION REPORT

TO: CHAIR AND MEMBERS
PARKS, RECREATION & CULTURE
COMMISSION

DATE: 2020 May 20

FROM: DIRECTOR PARKS, RECREATION &
CULTURAL SERVICES

FILE: 09500-20

SUBJECT: CAPITOL HILL COMMUNITY HALL LICENCE AGREEMENT

PURPOSE: To request the renewal of the licence agreement with Capitol Hill Community Hall Association for a five year term as outlined in this report.

RECOMMENDATIONS:

1. **THAT** approval be given for the renewal of the license agreement with the Capitol Hill Community Association, for a further five year term beginning the 1st day of July, 2020; with minor revisions to the terms and conditions as outlined in this report.
2. **THAT** the Parks, Recreation and Culture Commission recommend Council authorize the City Solicitor to execute a licence agreement with the Capitol Hill Community Association as outlined in this report.

REPORT

1.0 INTRODUCTION

The City has had an agreement with the Capitol Hill Community Hall Association since 1959. The Association is responsible for operating the Capitol Hill Hall, including maintaining the interior of the facility for reasonable wear and tear. The Association manages this resource and makes it available to the community for a cost recovery fee, with payment of \$1 per year to the City. The Association continues to provide a valuable service to the community, by way of their management and operation of the Hall, and they continue to operate within the terms and conditions of their license.

Work is underway to develop a design plan to upgrade the Capitol Hill Community Hall in order to improve functional use and accessibility while retaining and enhancing the building's heritage character. A further detailed report will be provided on this investigation and design. This planning will not interfere with the renewal of this contract. Completion of the work is dependent on inclusion of the project in the 5-year capital plan. Ideally construction would likely take place starting in the second half of 2021.

In order to prevent the spread of COVID-19 and comply with the Provincial Health orders to limit gatherings to fewer than 50 people, this facility was closed in the middle of March. Capitol Hill Community Hall Association will continue to follow the recommendations and guidance of

To: Parks, Recreation & Culture Commission
 From: Director Parks, Recreation & Cultural Services
 Re: Capitol Hill Community Hall Association
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Health Authorities and will re-open the facility when it is safe and they have the capacity to do so.

2.0 POLICY SECTION

Goal

- 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
- A Healthy Community
 - Community involvement –
Encourage residents and businesses to give back to and invest in the community

3.0 BACKGROUND

The terms of the license have been reviewed with the Association, and the following changes are proposed for the new five year term:

1. The new term for the license will be for five years commencing on the 1st day of July, 2020 and ending on the 30th day of June, 2025.
2. Insurance requirements have met City standards.
3. The list of equipment owned by the Association has been updated.
4. Language regarding facility maintenance will be updated to meet current City standards.

4.0 RECOMMENDATION

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



Dave Ellenwood
 DIRECTOR PARKS, RECREATION & CULTURAL SERVICES

DP:KM

Copied to: City Solicitor
 Director Finance



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COMMISSION REPORT

TO: CHAIR AND MEMBERS
PARKS, RECREATION & CULTURE
COMMISSION

DATE: 2020 MAY 20

FROM: DIRECTOR PARKS, RECREATION &
CULTURAL SERVICES

FILE: 09500-20

SUBJECT: LOCHDALE COMMUNITY HALL LICENCE AGREEMENT

PURPOSE: To request the renewal of the licence agreement with Lochdale Community Hall Association for a five year term as outlined in this report.

RECOMMENDATIONS:

1. **THAT** approval be given for the renewal of the license agreement with the Lochdale Hall Community Association, for a further five year term beginning the 1st day of July, 2020; with minor revisions to the terms and conditions as outlined in this report.
2. **THAT** the Parks, Recreation and Culture Commission recommend Council authorize the City Solicitor to execute a licence agreement with the Lochdale Community Hall Association.

REPORT

1.0 INTRODUCTION

The City has had an agreement with the Lochdale Community Hall Association for over seventy years. The Association is responsible for operating the Lochdale Community Hall, including maintaining the interior of the facility for reasonable wear and tear. The Association manages this heritage resource and makes it available to the community for a cost recovery fee, with payment of \$1 per year to the City. The Association continues to provide a valuable service to the community, by way of their management and operation of the Hall, and they continue to operate within the terms and conditions of their license.

In order to prevent the spread of COVID-19 and comply with the Provincial Health orders to limit gatherings to fewer than 50 people, the facility was closed in the middle of March. Lochdale Community Hall Association will continue to follow the recommendations and guidance of Health Authorities and will re-open the facility when it is safe and they have the capacity to do so.

To: Parks, Recreation & Culture Commission
 From: Director Parks, Recreation & Cultural Services
 Re: Lochdale Community Hall Association License
 Renewal

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2.0 POLICY SECTION

Goal

- 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
- A Healthy Community
 - Community involvement –
Encourage residents and businesses to give back to and invest in the community

3.0 BACKGROUND

The terms of the license have been reviewed with the Association, and the following changes are proposed for the new five year term:

1. The new term for the license will be for five years commencing on the 1st day of July, 2020 and ending on the 30th day of June, 2025.
2. Insurance requirements have met City standards.
3. The list of equipment owned by the Association has been updated.
4. Language regarding facility maintenance will be updated to meet current City standards.

4.0 RECOMMENDATION

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



Dave Ellenwood
 DIRECTOR PARKS, RECREATION & CULTURAL SERVICES

DP:KM

Copied to: City Solicitor
 Director Finance