



PARKS, RECREATION AND CULTURE COMMISSION

M I N U T E S

Tuesday, October 12, 2021, 5:00 p.m.

Council Chamber, City Hall

4949 Canada Way, Burnaby, BC

- PRESENT:**
- Councillor Sav Dhaliwal, Chair
 - Commissioner Barbara Larkin, Deputy Chair (*participated electronically*)
 - Councillor James Wang, Member (*participated electronically*)
 - Commissioner Stace Dayment (*participated electronically*)
 - Commissioner Rainy Kent
 - Commissioner Claire Preston (*participated electronically*)
 - Commissioner Dan Staschuk (*participated electronically*)
 - Commissioner Gary Cheng
- ABSENT:**
- Commissioner Claire Preston
 - Trustee Christine Cunningham, School Board Representative (*participated electronically*)
- STAFF:**
- Mr. Dave Ellenwood, Director Parks, Recreation and Cultural Services
 - Mr. Dean Pelletier, Assistant Director Business Operations
 - Mr. Denis Nokony, Assistant Director Cultural Services
 - Mr. David O'Connor, Assistant Director Golf Services
 - Mr. Steve Bruneau, Assistant Director Parks
 - Mr. Eric Bientjes, Assistant Director Recreation
 - Ms. Karin Hung, Senior Planner
 - Ms. Kathryn Matts, Commission Secretary
 - Ms. Heather Edwards, Manager Parks Planning Design and Development

1. CALL TO ORDER

The Chair called the Open Commission meeting to order at 5:00 p.m. Due to the pandemic the following members attended the meeting virtually: Councillor Wang, Commissioner Dayment, Commissioner Larkin and Commissioner Staschuk

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

2. MINUTES

2.1 Minutes of the Parks, Recreation and Culture Commission Open meeting held on 2021 September 14

MOVED BY COMMISSIONER CHENG

SECONDED BY COMMISSIONER KENT

THAT the minutes of the Parks, Recreation and Culture Commission meeting held on 2021 September 14 be now adopted.

CARRIED UNANIMOUSLY

3. PRESENTATIONS

3.1 Sportsbox Development Update

Speaker: Glen Stokes

Mr. Glen Stokes, Carscadden Stokes McDonald Architects Ltd., provided a presentation on the Burnaby Sports Box Covers project. The speaker advised that the design team has completed Schematic Design drawings with the preferred option based on feedback from stakeholders and needs assessment. The team submitted and received CLASS D costing for the preferred option design. Mr. Stokes advised that the team observed advantages with prioritizing the Riverway Sports Box cover (including the reuse of existing lacrosse box) for 2022 construction. The team observed further consideration and timeline review if the Confederation Sports Box cover is required.

Mr. Stokes advised that the CLASS D project scope at \$10.2 million included:

- Expanded footprint including green space canopy
- Sprinklers required
- Bleachers included
- Parking lot paving
- 1,000 Square Feet Storage
- Solar and rain protection at fascia
- Covered hardscape apron for circulation
- Future-proofing site electrical service allowance (field lighting, car charging etc.)

Mr. Stokes also provided a working minimum cost & scope for the project which included:

- Reduced foot print (2,400sm)
- No sprinklers
- No bleachers
- No parking lot paving
- No storage
- Simplified fascia design
- No covered hardscape apron for circulation
- Reduced future proofing site electrical service allowance

In conclusion, Mr. Stokes advised that there would be more detailed designs forthcoming which would provide a refinement of costs undertaken. Mr. Stokes provided a scale diagram that broke down additional cost estimates for versions of the design with elements added or removed.

Commission inquired if there would be an opportunity to hone the design so that the general aesthetic blended in with the park space. Commission also inquired if there was an opportunity to add solar panels to the design.

Mr. Stokes advised that the suggestions would be noted in the future planning.

3.2 Business Operations Update

Speaker: Dean Pelletier, Asst. Director Business Operations

Mr. Dean Pelletier, Asst. Director Business Operations, provided an update on the Business Operations Division. Mr. Pelletier advised that the Business Operations Division is broken down into five business units:

- Administration
- Contracts & Business Development
- Parks IT
- Budget
- Food and Beverage

Administration

The speaker advised that the administration area acts as the central communication hub for the Department providing: compilation of statistics; records management; consolidated accounts payable and receivable; administrative support to Asst. Directors; policy and procedure oversight and updates; manages training budget for the Department; special events support; centralized ordering such as clothing; communication with the public as frontline for the Department.

Mr. Pelletier advised that the Parks Administration Department would be moving to Christine Sinclair Community Centre over the next few weeks and this area is overseeing the move, which will allow the Parks Administration Department to better serve residents and fellow staff members.

Contract Management /Business Development

The speaker advised that the Contract Management and Business Development area assists with a variety of business and real estate contracts and is a very important portfolio for the Department. This portfolio oversees contracts and lease agreements with various recreation and social groups. One example of this is Burnaby Horseman's Association, currently in the process of embarking on a new public equestrian program, in partnership with the Urban Horse Project.

Other outside activity groups such as Deer Lake Boat Rentals, Burnaby Lake Rowing Club, and Lawn Bowling Clubs managed to remain open through the pandemic and received administration support from this Division in developing their comprehensive safety protocols and required signage. Mr. Pelletier advised that this area oversees 28 licence and lease agreements.

Parks IT

Mr. Pelletier advised that the Parks IT department provide application support for the Food Services and Recreation and Cultural Services Department. The staff in this area investigate and troubleshoot hardware, software and peripherals and facilitate communication across internal departments (Finance, IT). This division was called upon to make many critical changes during Covid-19, to ensure the safety of staff and citizens. There are 80 point-of sale systems throughout the Department and Parks IT oversees the trouble shooting, equipment updates etc. This area has also provided additional research and assistance to the PRISM project team.

Budget

The speaker stated that the Budget division oversees and prepares the five year operating and capital budget for the Department. This includes preparation and compilation and liaison with the Finance Department regarding budget guidelines and their implementation. This team assists to gain insight into market trends and best practices and ensures financial data is compiled, analyzed and interpreted for use by decision makers in the Department. In addition, the team identifies budget variances to assist areas in making sound fiscal decisions about their expenditures. The Parks Department has over 300 cost centres, over 60 one time expenditures and over 100 Capital projects at any given time.

Food and Beverages

The speaker advised that the Food and Beverages division oversees banquet facilities and restaurant locations at Burnaby's golf courses as well as beverage service to all concerts at Deer Lake Park, concession locations at community centres, golf courses, parks and sports centres.

During Covid-19 and with the closure of restaurants due to Provincial Health Orders, this division delivered frozen meals to seniors and provided services to the warming centres, 22,000 meals were delivered for seniors over a 12-month period. Currently, this area is still providing grocery shopping services for 80 seniors, and the two main restaurants and cafes are open to the public.

The speaker advised that there were several Capital Projects in 2021 for the Food Services division including:

- Horizons – Concession nearing completion –special event venue opening 2022
- Bastion Café at Christine Sinclair Community Centre opened May 2021
- Burnaby Mountain Golf Course Restaurant patio extension completed

Mr. Pelletier concluded by advising that on October 30 and October 31, Riverway will be hosting *Brunch with the Dinosaurs*. This will be a five start buffet with animatronic dinosaurs on display. The speaker encouraged Commission members and the public to attend.

Commission thanked Mr. Pelletier for the presentation and inquired if the improvement of signage on the trails by Burnaby Horseman's Association had been undertaken as part of the support to this group.

Staff advised that they met with Burnaby Horseman Association in regards to the signage issue and a review with Metro Vancouver was undertaken.

Commission expressed further concerns with the signage on the trails, in particular lack of signage on the Avalon Trail, and inquired if there was an opportunity for the City of Burnaby and Metro Vancouver to do a walkabout together to ensure the safety and proper marking of the trail.

Staff undertook to evaluate the signage in concert with Metro Vancouver.

4. CORRESPONDENCE

4.1 Correspondence from Larry Hayes- Re: Burnaby Minor Hockey Association 2021 Pat Quinn Classic Tournament

Correspondence was received from Mr. Larry Hayes, Executive Administrator, Burnaby Minor Hockey Association, requesting a fee waiver for the upcoming Pat Quinn Classic Tournament. A note on the correspondence advised that Item 5.1 of the Agenda refers to this correspondence.

4.2 Memorandum from Acting Deputy City Clerk - Re: Proposed Sign Bylaw Amendment Deer Lake Precinct Wayfinding Program

A memorandum was received from Acting Deputy City Clerk advising that at the Open Council meeting held on 2021 October 04 the above noted report was adopted. The report sought Council approval of the Deer Lake Precinct Wayfinding Plan, and amending the Sign Bylaw to enable implementation of the Plan.

5. DIRECTOR'S REPORT

5.1 Burnaby Minor Hockey Association 2021 Pat Quinn Classic Tournament

A report was received from the Director Parks, Recreation and Cultural Services requesting a fee waiver for the ice rental costs and extra staff for Burnaby Minor Hockey Association Pat Quinn Classic Tournament scheduled to take place from 2021 December 27 – December 31, at Bill Copeland Sports Centre and Kensington Arena.

The Director Parks, Recreation and Cultural Services recommended:

1. THAT the request to waive fees for ice rental costs and extra staff for the Pat Quinn Classic Tournament be approved.
2. THAT a copy of this report be sent to Mr. Larry Hayes, Executive Administrator, Burnaby Minor Hockey Association.

MOVED BY COMMISSIONER KENT
SECONDED BY COMMISSIONER CHENG

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

CARRIED UNANIMOUSLY

5.2 2022 Facility Use, Program and Services Fee Schedule

A report was received from the Director Parks, Recreation and Cultural Services requesting approval of the 2022 Facility Use Fee Schedule Bylaw Fees and the 2022 Non-Bylaw Program and Service Fees.

The Director Parks, Recreation and Cultural Services recommended:

1. THAT Commission seek approval for Council to authorize the City Solicitor to bring forward the Burnaby Parks, Recreation and Culture Fees Bylaw 2022 to implement the Facility Use Bylaw Fees (Attachment # 1), as outlined in this report.
2. THAT the 2022 Non-Bylaw Program and Service Fees (Attachment # 2) be approved, as outlined in this report.
3. THAT Council authorize the City Solicitor to repeal the following three bylaws:
 - Burnaby Recreation Fees and Admission Bylaw 2021;
 - Burnaby Shadbolt Centre and Burnaby Art Gallery Rental Fee Bylaw 2019;
and
 - Burnaby Village Museum Fees Bylaw 2019.

MOVED BY COMMISSIONER STASCHUK
SECONDED BY COMMISSIONER CHENG

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

CARRIED UNANIMOUSLY

7. NEW BUSINESS

Walk With Doc

Commissioner Rainy Kent thanked Council members who participated in the Walk with Doc event that took place on Thursday, 2021 September 23 at Confederation Park. The event saw a team of Burnaby family doctors participating in a community walk at Confederation Park Track.

8. INQUIRIES

There were no inquiries brought before the Commission.

9. ADJOURNMENT

Without objection, the Open Committee/Commission meeting adjourned at 6:25 p.m.

SAV DHALIWAL
CHAIR

KATHRYN MATTS
ADMINISTRATIVE OFFICER 2