



Item.....
Meeting..... 2011 May 30

COUNCIL REPORT

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**TO:** CITY MANAGER **DATE:** 2011 May 19

**FROM:** DIRECTOR PARKS, RECREATION AND CULTURAL SERVICES

**SUBJECT:** **2011/2012 FACILITY USE FEE SCHEDULE**

**PURPOSE:** To request approval for the 2011/2012 Facility Use Fee Schedule and to bring forward the fees bylaws.

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**RECOMMENDATIONS:**

1. **THAT** approval be given for the 2011/2012 Facility Use Fee Schedule (Attachment “A”) as outlined in the attached report.
2. **THAT** the Burnaby Recreation Fees and Admissions Bylaw 2011, the Burnaby Shadbolt Centre and Burnaby Art Gallery Rental Fees Bylaw 2011 and the Burnaby Village Museum Fees Bylaw 2011 be brought down as detailed in Attachment “A”, circulated under separate cover.

**REPORT**

At its ‘Open’ Meeting of 2011 May 18, the Parks, Recreation and Culture Commission received the above noted report and adopted the three recommendations contained therein.

Dave Ellenwood  
DIRECTOR PARKS, RECREATION AND CULTURAL SERVICES

MC:tc

Attachment

P:\ADMIN\TC\DATA\COUNCIL\PK-2011-2012 FACILITY USE FEE SCHEDULE

Copied to: Director Finance  
City Solicitor

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

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

**SUBJECT: 2011/2012 FACILITY USE,  
PROGRAM AND SERVICES FEE SCHEDULE**

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**RECOMMENDATIONS:**

1. **THAT** the 2011/2012 Facility Use Fee Schedule (Attachment "A") and the 2011/2012 Program and Service Fees (Attachment "B") be approved as outlined in this report and circulated under separate cover.
2. **THAT** Council be requested to approve the 2011/2012 Facility Use Fee Schedule (Attachment "A") as outlined in this report and circulated under separate cover.
3. **THAT** Council be requested to bring forward the :
  - Burnaby Recreation Fees and Admissions Bylaw 2011
  - Burnaby Shadbolt Centre and Burnaby Art Gallery Rental Fee Bylaw 2011
  - Burnaby Village Museum Fees Bylaw 2011.

**REPORT**

Each spring Commission receives a report outlining the recommended fee structure for the upcoming year's Recreation and Cultural services. Fees, effective September 01 of each year, are established at this time to enable staff to program for the fall session using current fees and prepare the Provisional budget for the upcoming year. The 2011/2012 rates will be advertised in the Fall/Winter Leisure guide which is distributed in August.

Every year a thorough market survey is completed comparing Burnaby's admission rates, allotment rates and program fees to those of other local municipalities. Market surveys are undertaken to ensure that Burnaby's rates are reasonable and competitive to similar programs and services in nearby municipalities. Based on this research and analysis and considering the Finance Department's inflationary projections as well as increased costs, it is recommended that a 3% overall increase be applied to most 2011/2012 Bylaw and Non-Bylaw fees.

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From: Director Parks, Recreation and Cultural Services  
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The exceptions to the 3% increase occur when market research illustrates that Burnaby's fees are no longer mid-market and an adjustment is required above or below the recommended increase. Exceptions may also be the result of deleting fees no longer used due to current recreation trends, or a re-structuring of a category to simplify fees.

To simplify cash handling, the current practice of rounding single admissions to the nearest nickel or dime will continue. Rounding is not as critical in purchases typically paid by debit or credit card.

Each year two documents are produced as part of the fees and charges process. The Facility Use Fee Schedule, Bylaw fees, establishes rates for admissions and allotments and Council approval is required. The Non-Bylaw fee document establishes rates for programs and services and is approved by Commission annually.

The following are recommended exceptions:

- i) Increases above 3%
  - Youth artificial turf fees
  - Swangard Stadium daily events
  - Special events simple
  - Artificial turf sports field allotments
  - Beer gardens
  - Boot camps
  - Commercial filming
  - Private ice rentals
  - Lacrosse rentals except those no longer used
  - Some preschool programs
  - Tai Chi
  - Table Tennis
  - Seniors dance, crafts and fitness
  - Adaptive fitness programs
  - Seniors membership cards
  - Aquatics higher levels
  
- ii) New fees are being proposed for:
  - Filming use of parking lots
  - Swim club use of outdoor pools
  - Javelin throwing at Swangard Stadium
  - Corporate picnics at Burnaby Village Museum

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iii) Fee reductions or no increases are being proposed for:

- Loonie admissions
- Tot passes for outdoor pools and bActive
- Special event parking at Central Park
- No show penalty at Burnaby Lake Sports Complex
- Shadbolt Outdoor Concert Hall
- Lacrosse Minor non-prime and Junior A prime time
- Allotments at some venues when catering is purchased through the city

In summary, the vast majority of fees are recommended to increase by 3% to keep up with the cost of providing services. The recommended adjustments will assist in providing convenient, quality services at fair and competitive pricing.



Dave Ellenwood  
DIRECTOR PARKS, RECREATION & CULTURAL SERVICES

WA:km

Attachments (2)

P:...admin/wa/commission/fees and charges 2011 and 2012.docx