

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

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

**SUBJECT:** **2015/2016 FACILITY USE, PROGRAM AND SERVICES FEE  
SCHEDULE**

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**RECOMMENDATIONS:**

1. **THAT** the 2015/2016 Facility Use Fee Schedule (Attachment "A") and the 2015/2016 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 2015/2016 Facility Use Fee Schedule (Attachment "A") as outlined in this report and circulated under separate cover.
3. **THAT** Council be requested to amend the fees as proposed in the following bylaws:
  - Burnaby Recreation Fees and Admissions Bylaw 2015.
  - Burnaby Shadbolt Centre and Burnaby Art Gallery Rental Fee Bylaw 2015.
  - Burnaby Village Museum Fees Bylaw 2015.

**REPORT**

Each spring Commission receives a report outlining the recommended fee structure for the upcoming year's Recreation and Cultural services. The fees are effective September 01 of each year and 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 Fee Process**

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

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A thorough market survey is completed comparing Burnaby's admission rates, allotment rates and program fees to those of other local cities. The surveys are undertaken to ensure that Burnaby's rates are reasonable and competitive to similar programs and services. If warranted, adjustments to rates are proposed and in some cases scheduled for incremental increases over a 5 year period. The 2015/2016 rates will be advertised in the Fall/Winter Leisure Guide which is distributed 2015 August.

## **Proposed Fees**

Based on this research and analysis, and considering the Finance Department's inflationary projections as well as increased costs, it is recommended that a 2.3% overall increase be applied to 311 of the 2015/2016 Bylaw and Non-Bylaw fees. The exceptions to the 2.3% 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. There are 66 fees recommended for increase over the rate of inflation. These cover a range of service areas such as youth social/sports, seniors and adapted programs, gym, arena and turf rentals. 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.

The allotment and program fees that are recommended to increase more than 2.3% cover a range of service areas that include some swim lessons, preschool programs, outdoor sports facilities, arenas and arena facilities. In a few cases, new fees are being proposed for new service areas, or to fine tune the current fee structure based on allotment user needs.

70 fees from a range of service areas are recommended to be maintained at their current level, as market research and demand indicates the inflationary fee increase would not be appropriate. As well, 5 fees will be deleted, as they are no longer required.

A proposed change to fees not identified in the fee tables is one to establish a 25 and under age limit for students. Currently there are no age or course load restrictions for access to the student rate for services. A student age limit is the most common practise in the region (Coquitlam, Delta and North Vancouver). No student rate is offered in Vancouver, Richmond and Abbotsford. Surrey and Langley have no limitations on access to student rates.

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In summary, the vast majority of fees are recommended to increase by 2.3% to keep up with the cost of providing services. The recommended adjustments will continue our practice of providing convenient, quality services at fair and competitive pricing.



Dave Ellenwood  
DIRECTOR PARKS, RECREATION AND CULTURAL SERVICES

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Attachments (2)

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