

BURNABY  
COMMUNITY  
SERVICES

March 7<sup>th</sup>, 2016

Executive Committee of Council  
C/O Office of the City Clerk  
City of Burnaby  
4949 Canada Way  
Burnaby, B.C., V5G 1M2

Dear Councillor Sav Dhaliwal and Members of the Executive Committee,

**Re: 2016 Grant Request for Burnaby Recreation Credit Program**

**Executive Summary**

Since 1996 the City of Burnaby has awarded Burnaby Community Services with an annual grant to administer a portion of the Burnaby Recreation Credit program.

Currently, the grant is provided in two installments:

- (1) A fixed \$17,000 annually to reflect the fixed costs of the program (such as office space, office equipment & supplies, telecom, insurance, staff salaries and benefits, and other expenses).
- (2) With a supplemental grant at the end of the year of \$4 per approved application to reflect variable costs (such as printing & reproductions, postage and additional staff hours).

**Background**

Founded in 1971, *Burnaby Community Services* is a charitable society providing people who need support with a voice, resources and opportunities. We believe change can only occur when people are empowered to improve their lives and their community. Currently we offer a range of programs and publications to support families with low income and isolated seniors.

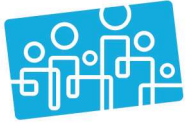
Since the fall of 1996, Burnaby Community Services has assisted *Burnaby Parks, Recreation and Cultural Services* by administering income verification services for the Burnaby Recreation Credit program. The Recreation Credit program provides low- income residents with credits that can be used towards various programs and admissions offered through Burnaby Parks, Recreation, and Cultural Services.

Burnaby Community Services is responsible for:

- ❖ providing intake of application forms from low income individuals, families and seniors, and those on Long Term Disability or Canada Pension Plan;
- ❖ processing relevant documents (e.g. T1 Generals, Notice of Assessments, proof of Burnaby residency, Child Tax Benefit and BC Family Bonus Notice); and
- ❖ determining eligibility based on approved criteria.

Burnaby Community Services  
**EMPOWERING PEOPLE CHANGING LIVES**

2055 Rosser Avenue • Burnaby, BC V5C 0H1 • 604-299-5778 • [www.BbyServices.ca](http://www.BbyServices.ca)



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**Our grant request**

This request is for the \$17,000 fixed grant, with the variable grant following later in the year.

Thank you for your continuous support and consideration. If you require any additional information, please feel free to contact me at 604-292-3904.

Sincerely,

Stephen D'Souza,  
Executive Director

Cc: Leslie White, Community Development Coordinator, *Burnaby Parks, Recreation and Cultural Services*