



January 16th, 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: 2017 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 an additional grant amount of \$4 per approved application to reflect variable costs (such as printing & reproductions, postage and additional staff hours) based on last year's actuals.

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



Our grant request

This request is for \$24,912, \$17,000 fixed grant for 2017 and an additional grant of \$7,912 for 2016's approved applications.

The additional grant amount is based on \$4 per approved application in 2016, with an adjustment for any variance for 2015. From January 1st to December 31st, 2016 we approved 2,026 applications. In 2015 we received a supplemental grant for 2,244 approved applications, but only approved 2,196 applications.

Therefore, we are requesting a supplemental grant of \$7,912, based on $(2,026 - (2,244 - 2,196)) \times \4 .

Furthermore, as part of our ongoing partnership Burnaby Parks, Recreation and Cultural Services has agreed that, given our ongoing contribution to the Burnaby Recreation Credit program, Burnaby Community Services will be recognized in major promotional materials.

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*