

TO: CHAIR AND MEMBERS
EXECUTIVE COMMITTEE **DATE:** 2019 Feb 26

FROM: DIRECTOR - PARKS, RECREATION AND
CULTURAL SERVICES **FILE:** 02410-20

SUBJECT: COMPLIMENTARY PASS PROGRAM CHANGES

PURPOSE: To propose changes to Burnaby's Complimentary Pass Program.

RECOMMENDATIONS:

1. **THAT** the Executive Committee recommend Council approve the changes to the City's complimentary pass program as outlined in section 4.0 of this report;
2. **THAT** the City Solicitor be authorized to bring forward an amendment to Burnaby's Recreation Fees and Admissions Bylaw to implement the proposed changes; and
3. **THAT** the Parks, Recreation and Culture Commission and all complimentary pass holders be informed of the proposed changes.

REPORT**1.0 INTRODUCTION**

Staff have been asked to review the City's complimentary pass program which allows Freeman, current Council and Parks, Recreation and Culture Commission members and their nominees and guests, past Council and Parks, Recreation and Culture Commission members and one guest, and members of the Library Board and Burnaby Board of Education free access to use Burnaby leisure facilities. Staff are recommending changes to the program to more closely reflect its original intent.

2.0 POLICY SECTION

The following initiative is aligned with the Corporate Strategic Plan by supporting the following goals and sub-goals of the plan:

- Organizational culture
 - The proposed program changes will ensure that our core values are reflected in our policies, programs and service delivery.

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3.0 BACKGROUND

The City has issued complimentary passes since 1973. The authority to issue complimentary passes is provided in the Community Charter. The original purpose and intent of this pass program was to provide City leaders with free access to facilities that they are ultimately responsible for operating. The reason passes were issued was so that City leaders could gain access to facilities to periodically assess and experience the operation of the facilities, and so that they could bring guests for the purpose of promoting our facilities, or to explore potential business opportunities for the City. The passes were also seen as a reward for Freeman and for people serving on the Board of Education, the Library Board and the Parks, Recreation and Culture Commission for the time they dedicate to overseeing the operations of these and other City facilities during their time serving the City.

Current Mayor and Councillors and Commissioners are issued a pass for their individual term of office. Council and Commission nominees, former Councillors and Commissioners, Library Board and Board of Education members are issued passes annually. Freeman are issued passes indefinitely.

Current Mayor, Council and Commission members can use the pass to gain free access to fee based activities (not programs or allotments) at Burnaby recreation facilities, including golf courses. They can also admit an unlimited number of guests with them. Nominees, former Mayors, Councillors, Commissioners, Library Board and Board of Education members also have free access, and they are able to admit one guest with them. It should be noted that the pass is considered a taxable benefit for current Council members, but for all other pass holders it is not.

4.0 PROPOSED POLICY CHANGE

The complimentary pass program has been increasingly scrutinized by the public because it can be seen as excessive and because it has expanded beyond its original purpose. To address this, staff are proposing to make the following changes to the complimentary pass program starting in 2020:

1. Issue complimentary passes to Freeman of the City, the current Mayor, current Councillors, and current Parks, Recreation and Culture Commission members. When Commissioners and Council members leave office, they no longer have any responsibility for the recreation facilities operated by the City and, therefore, do not require ongoing access for evaluative and promotional purposes. Similarly, nominees, Library Board and Board of Education members are not responsible for the operation and promotion of these City facilities. For these reasons, it is proposed that the City discontinue complimentary passes to former Mayors, Councillors and Commissioners; to Council and Commission nominees; and to Library Board and Board of Education members.

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2. Limit the use of complimentary passes to a maximum annual cost equivalent of \$1,000. Providing periodic free access for Freeman, the current Mayor, Councillors and Commissioners and their guests conforms to the original purpose of the pass program. However, providing unlimited access is not necessary to fulfill that purpose. For this reason, it is proposed that the use of the complimentary passes be limited to a maximum annual cost equivalent of \$1,000. This means that pass holders can continue to use their pass to admit themselves and their guests, but the cost equivalent in admission fees attributable to each pass holder per year (i.e. for themselves and any guest they sign in) cannot exceed \$1,000.
3. Remove the total cost equivalent maximum of \$55,000 for the complimentary pass program from the fees and charges bylaw because it will be no longer relevant. In past years a cost equivalent maximum cost of \$55,000 for the complimentary pass program was established as an upper limit. The proposed changes will remove the need for a total cost maximum to be established in the bylaw.

Should the Executive Committee approve, staff will inform the complimentary pass holders of the proposed changes, and will ensure that all affected pass holders know that the changes will take effect starting in 2020. An amendment to the Burnaby Fees & Charges Bylaw will also be required to implement the proposed changes. The appropriate bylaw amendment will be brought forward to Council.

5.0 RECOMMENDATION

Staff recommend that the proposed changes in section 4.0 of this report be approved by the Executive Committee. To implement the changes, Staff will bring forward to Council the appropriate bylaw amendments to allow the proposed changes to be effective commencing in 2020. It is also recommended that current pass holders be informed as soon as possible of the upcoming changes to the program.



Dave Ellenwood
DIRECTOR - PARKS, RECREATION & CULTURAL SERVICES

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cc: City Manager
City Solicitor