

BURNABY  
COMMUNITY  
SERVICES

March 22<sup>nd</sup>, 2019

Executive Committee of Council  
c/o The Office of the City Clerk  
4949 Canada Way  
Burnaby, BC, V4G 1M2

Re: 2019 Grant Request for Burnaby Recreation Credit Program

Dear members of the Executive Committee of Council,

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.

**Our grant request for 2019 is \$24,308.** This amount reflects a base amount of \$17,000 annually for fixed program expenses (such as office space, office equipment & supplies, telecom, insurance, and staff salaries and benefits); and an additional \$7,308 based \$4 per approved application from the previous year 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.

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.

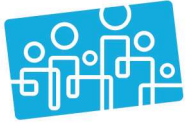
Burnaby Community Services is responsible for:

- ❖ 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. C-Prints, T1 Generals, Notice of Assessments, proof of Burnaby residency, Child Tax Benefit and BC Family Bonus Notice); and
- ❖ determining eligibility based on approved criteria.

We are pleased to continue providing this service as Burnaby Community Services offers a range of programs and publications to support families with low income and seniors experiencing isolation.

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 \$24,308, \$17,000 base grant plus an additional sum of \$7,308.

The additional sum is based on the number of approved applications in 2017. Last year we approved 1,827 applications, or 4,750 people for the Burnaby Recreation Credit program.

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: Kerry Teves, Centre Supervisor - Community Services, *Burnaby Parks, Recreation and Cultural Services*