



REVISED

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## COMMISSION REPORT

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

**DATE:** 2020 Dec 01

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

**SUBJECT:** 2020 PARKS, RECREATION AND CULTURAL SERVICES  
TRANSFER OF DONATIONS/SPONSORSHIP FUNDS TO  
RESERVES

**PURPOSE:** To request a transfer to Parks, Recreation and Cultural Services operating reserves.

### RECOMMENDATIONS:

1. **THAT** a transfer to Parks, Recreation and Cultural Services operating reserves of \$14,475 in donations be approved for use in future years.
2. **THAT** a transfer from Parks, Recreation and Cultural Services operating reserves of \$1,893 be approved for current year programs.

## REPORT

### 1.0 INTRODUCTION

The donation program, officially known as the Presenting Burnaby Parks Gift Program, was approved at the 1990 November 07 Parks and Recreation Commission meeting. The program has been successful in providing new and replacement opportunities of benches, picnic tables, drinking fountains and trees throughout our park system. Donors are able to contribute to various programs or areas such as youth or seniors as well as make a donation as a memorial. The program provides citizens an opportunity to show their generosity and appreciation for the parks and recreation facilities that they utilize.

In addition to the donations program, Parks, Recreation and Cultural Services receive sponsorship amounts for various events such as Giro di Burnaby. In most cases, sponsorship agreements stipulate that funds in excess of current year expenditures may be used for future year events.

The Parks, Recreation and Cultural Services Department requests a transfer to Parks, Recreation and Cultural Services operating reserves for the following donations received in excess of current year expenditures. This is an annual administrative process.

To: Parks, Recreation & Culture Commission  
From: Director Parks, Recreation & Cultural Services  
Re: 2020 Transfer of Funds to Reserves  
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Recreation Services (Donations)	\$1,727
Golf Services	\$85
Parks Services	<u>\$12,663</u>
Total Transfer to operating reserves	<b>\$14,475</b>

The Parks, Recreation and Cultural Services Department requests a transfer from Parks, Recreation and Cultural Services operating reserves for the following:

Recreation Services	<u>\$1,893</u>
Total Transfer from operating reserves	<b>\$ 1,893</b>

## 2.0 POLICY SECTION

The Presenting Burnaby Parks Donation Program is aligned with the City of Burnaby's Corporate Strategic Plan by supporting the following goals and sub-goals of the plan

Thriving Organization

- Financial viability

## 3.0 RECOMMENDATION

It is recommended that the request for an internal transfer of \$14,475 to the operating reserves be approved so that funds can be utilized for future programs and projects in the specific areas. It is further recommended that the request to transfer \$1,893 from the operating reserves for current year programs in the specific areas be approved.



Dave Ellenwood  
DIRECTOR PARKS, RECREATION & CULTURAL SERVICES

KM:tc

cc: City Manager  
Director Finance  
Asst. Director Finance, Budgets and Reporting