

INTER-OFFICE MEMORANDUM

TO: CHAIR AND MEMBERS DATE: 2021 APRIL 27
PARKS, RECREATION AND CULTURE
COMMISSION

FROM: ACTING DEPUTY CITY CLERK FILE: 02410-20

SUBJECT: 2021 FACILITY USE, PROGRAM AND SERVICES FEE SCHEDULE
(ITEM NO. 7.1., MANAGER'S REPORTS, COUNCIL 2021 APRIL 26)

Burnaby City Council, at the Open Council meeting held on 2021 April 26, received the above noted report and adopted the following recommendations contained therein:

1. THAT the 2021 Facility Use Fee Schedule; Bylaw Fees (Attachment #1) be approved as outlined in the report.
2. THAT the 2021 Non-Bylaw Program and Service Fees (Attachment #2) be approved as outlined in the report.
3. THAT Council authorize the City Solicitor to bring forward Burnaby Recreation Fees and Admissions Bylaw 2021 to implement the fees outlined in the report and repeal Burnaby Recreation Fees and Admissions Bylaw 2019, effective 2021 June 01.
4. THAT a copy of the report be sent to the Parks, Recreation and Culture Commission for information.

As per recommendation no. 4, a copy of the report is attached


Eva Prior
Acting Deputy City Clerk

Copied to: Director Parks, Recreation and Cultural Services

TO: ACTING CITY MANAGER **DATE:** 2021 April 16

FROM: DIRECTOR - PARKS, RECREATION & CULTURAL SERVICES **FILE:** 7000-01

SUBJECT: 2021 FACILITY USE, PROGRAM AND SERVICES FEE SCHEDULE

PURPOSE: To request approval of the 2021 Facility Use Fee Schedule Bylaw Fees and the 2021 Non-Bylaw Program and Service Fees.

RECOMMENDATIONS:

1. **THAT** the 2021 Facility Use Fee Schedule; Bylaw Fees (Attachment #1) be approved as outlined in this report.
2. **THAT** the 2021 Non-Bylaw Program and Service Fees (Attachment #2) be approved as outlined in this report.
3. **THAT** Council authorize the City Solicitor to bring forward Burnaby Recreation Fees and Admissions Bylaw 2021 to implement the fees outlined in the report and repeal Burnaby Recreation Fees and Admissions Bylaw 2019, effective 2021 June 01.
4. **THAT** a copy of this report be sent to the Parks, Recreation and Culture Commission for information.

REPORT**1.0 INTRODUCTION**

Each spring a report is brought forward outlining the recommended fee structure for the upcoming year's Recreation and Cultural services, effective September 01 of that year. The fees are normally established at this time to enable staff to program for the fall session and prepare the Provisional budget for the upcoming year using the appropriate fees. Due to the pandemic there were no changes to fees in 2020 and no report was brought forward.

Due to Covid-19 and Provincial Health Orders currently in effect, the programs and services offered by the Parks, Recreation and Cultural Services Department have

changed. To reflect this, staff are recommending a fee structure as outlined in this report, effective 2021 June 1.

2.0 POLICY SECTION

GOAL

- An Inclusive Community
 - Serve a diverse community –
Ensure City services fully meet the needs of our dynamic community
 - Create a sense of community –
Provide opportunities that encourage and welcome all community members and create a sense of belonging
- A Healthy Community
 - Healthy life –
Encourages opportunities for healthy living and well-being
 - Healthy environment –
Enhance our environmental health, resilience and sustainability
- A Thriving Organization
 - Organizational culture –
Ensure that our core values are reflected in our policies, programs and service delivery
 - Financial viability –
Maintain a financially sustainable City for the provision, renewal and enhancement of City services, facilities and assets
 - Reliable services, technology and information –

3.0 BACKGROUND

Typically the City of Burnaby has a very structured fee process. Fees are set to be reasonable and competitive with comparable programs and services in nearby municipalities.

Be Active Analysis

The fee structure proposed in this recommendation provides all patrons with the average discount of 20% during a time when the standard Be Active punch cards/passes are not available. This fee structure maintains the relationship between admission fees. This relationship, identified in the 2015-2016 Fees and Charges presentation to commission identifies the senior/student rate at 25% of the adult rate and children's rates at 50% of the adult rate.

This chart summarizes the key impacts that Covid-19 has had on services.

ACTIVITY	Pre Covid Capacity	Pre Covid SESSION	CURRENT CAPACITY	CURRENT SESSION	FEE
Weightroom	120 Bonsor.	1-5 hours	Cameron 10 Bonsor 10 Edmonds 20	1 hour	\$6.52
Group Fitness	90 (Bonsor)	90 Minutes Maximum	Bonsor 12	1 hour	\$6.52
Lap/Family Swim	484	1-5 hours	12-30	1 hour	\$ 6.52 Be Active
Public Skate	275	2 hours	25	1 hour	\$5.57
Badminton	40-60	2-3 hours	8	45 minutes	\$2.71-\$5.86

Limited capacity in each activity dependent on Provincial Guidelines and physical distancing requirements (i.e. group fitness class requires 12x12 ft. square of space per participant.

Technological Limitations

As a result of Covid-19 and the Provincial Health Orders in effect, the City moved from using the Recreation Division's point of sale system to an online registration system for all activities. This system allows patrons to register online via WebReg for specific activities, at specific times and locations, and is designed to take payment in full at the time of registration. The system is not capable of taking payments using pre-purchased Be Active passes.

Burnaby Residents First

To ensure that Burnaby residents had the first opportunity to participate in programs in Burnaby recreation facilities, the Burnaby First (priority registration for Burnaby residents) was introduced in October 2020. This program allows Burnaby residents an opportunity to register for programs three days in advance of non-Burnaby residents.

The City's current registration system is not able to differentiate residency for individuals who register using a Be Active pass. This inability to recognize who is and who is not a Burnaby resident would negate the Burnaby First Policy if passes continued to be accepted.

4.0 PROPOSED FEES

As a result of Covid-19 and the impact it has had on Parks, Recreation and Cultural Services it is recommended that council approve the simplified rate structure identified below and in the Facility Use Fee Schedule (*attachment #1*) and Program and Services Fees (*attachment #2*). (distributed under separate cover)

Recommended Drop-in Admission Fees During Pandemic

Adult (19-64)	\$5.24	\$5.50 including GST
Youth (13-18) & Senior (65+)	\$4.00	\$4.20 including GST
Child (4-12)	\$2.67	\$2.80 including GST
Tot (0-3)	Free	free
Family swim (per person)	\$2.67	\$2.80 including GST

**rounding to nearest nickel after gst is current practice for admissions.

The above rates will apply to the following:

- Skating
- Weight room
- Table Tennis
- Badminton (Drop-In Gym Sport)
- Soccer (Drop-In Gym Sport)
- Volleyball (Drop-In Gym Sport)
- Indoor Swimming
- Fitness Classes
- Squash/Racquetball
- Pickle Ball (Drop-In Gym Sport)
- Basketball (Drop-In Gym Sport)
- Yoga

Outdoor Pool Public drop in rates during Pandemic

Adult (19-64)	\$3.52	\$3.70 including GST
Youth (13-18) & Senior (65+)	\$2.67	\$2.80 including GST
Child (4-12)	\$1.76	\$1.85 including GST
Tot (0-3)	Free	free
Family swim (per person)	\$1.76	\$1.85 including GST

These recommended admission fees are lower than the 2020 fees and charges. This is a result of the analysis below and the current market survey, which showed all lower mainland municipalities lowered their rates except Richmond. This fee structure would simplify our current fees and charges.

An analysis of the purchase practices of the City's Be Active admissions and passes in 2019, our most current normal year, identified the following.

- 20 % of our patrons paid their full admission rate.
- 34 % of visits purchased passes to obtain a 10% discount.
- 19% of visits purchased 4 month passes to obtain a 25% discount.
- 27% of visits purchased an annual pass to obtain a 40% discount.

The average discount for all categories was 19%.

Allotment rates: As the pandemic has impacted all our community groups it is recommended that the allotment rates, fees charged to rent facilities, remain the same as our 2020 rates.

To: Acting City Manager
From: Director - Parks, Recreation & Cultural Services
Re: 2021 Facility Use Program and Services Fees
2021 April 16.....Page 5

Program Rates: Program rates are identified in non-bylaw fees. These are recommended to follow inflation increases to keep up with the market place. During Covid-19, the cost of providing programs has increased and class sizes have decreased to follow public health guidelines.

Seniors Memberships: Seniors Membership rates will remain the same as identified in the non-bylaw program and services fee schedule. In the event that seniors Society programs do not run, City of Burnaby fees and charges for this age group and activity will apply.

5.0 RECOMMENDATIONS

In summary, the majority of non-bylaw fees are recommended to increase by 2.3% to keep up with the cost of providing services. The majority of bylaw fees remain the same with the exception of the removal of annual passes and the discounted drop-in admission rates. The recommended adjustments will continue our practice of providing convenient, quality services at fair and competitive pricing.

It is recommended that Council approve the 2021-2022 Non-Bylaw Program and Service Fees as outlined in this report. It is further recommended that Council approve the 2021 Facility Use Fee Schedule as outlined in this report and that Council authorize the City Solicitor to bring forward Burnaby Recreation Fees and Admissions Bylaw 2021 to implement the fees outlined in the report and repeal Burnaby Recreation Fees and Admissions Bylaw 2019, effective 2021 June 01.



Dave Ellenwood
DIRECTOR PARKS, RECREATION AND CULTURAL SERVICES

TS:km
Attachments (2)

Copied to: City Solicitor
Director Corporate Services
Director Finance
City Clerk